

# Houghton-Portage Township Schools

1603 Gundlach Road · Houghton, Michigan 49931 · (906) 482-0451 · FAX (906) 487-9764

Website: <http://www.hpts.us>

## Board of Education

Brad Baltensperger, President  
Philip T. Foltz, Vice President  
Crystal Verran, Secretary  
Nels Christopherson, Treasurer  
Daniel Crane, Trustee  
Amy J. Schrank, Trustee  
Robert Wheeler, Trustee



## Superintendent

Doreen L. Klingbeil

*An Equal Opportunity Employer*

## NOTICE OF VACANCY

The Houghton-Portage School District is seeking qualified applicants for the following positions for the 2016-17 school year:

### **Food Service Helpers**

**(20 hours per week during the school year)**

Available Immediately

#### Qualifications:

High school diploma or equivalent with experience in school food service or a related field required. Candidates should be highly motivated with ability to follow oral and/or written instructions. Must possess knowledge of use of measuring instruments and basic understanding of mathematics.

#### Job Duties:

- Must be able to work under a variety of conditions within a kitchen environment, with long hours of standing, lifting (ability to lift 50 lbs.), and moving heavy objects.
- Assist food service staff with the preparation of food items according to a recipe, assemble trays and dishes.
- Maintain knowledge of USDA meal program and regulations.
- Maintain Serv Safe certification and professional standards.
- Maintain accurate record keeping of production records.
- Perform other duties as assigned by the Food Service Director.

#### Working Hours:

Flexible – 4 hour shifts between 6:00 a.m. and 3:00 p.m.

Interested applicants should submit a letter of interest and résumé to:

Shelby Turnquist, Food Service Director  
Houghton-Portage Township Schools  
1603 Gundlach Road  
Houghton, MI 49931

Deadline: Until Filled

It is the policy of the Houghton-Portage Township Schools that no person, on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, disability, weight or height, genetic information, or any other legally protected characteristic shall be discriminated against in employment, educational programs, or admissions. Questions or concerns regarding the non-discrimination policies should be directed to Ms. Sara Marcotte, Business Manager, Houghton-Portage Township School District, 1603 Gundlach Road, Houghton, MI 49931 (906) 482-0450.

December 27, 2016

“Your public school system; there is no better place to learn.”