

Houghton-Portage Township Schools

1603 Gundlach Road · Houghton, Michigan 49931 · (906) 482-0450 · FAX (906) 487-9764

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

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An Equal Opportunity Employer

NOTICE OF VACANCY **Internal/ External Posting**

Houghton-Portage Township School District is seeking qualified candidates for the following positions for the 2022-23 school year:

Secretarial **Food Service/ Supply Room 40 Hours a Week**

Qualifications:

1. Previous Secretarial/Office Experience
2. College Degree/College Coursework in Business Studies (preferred)
3. Experience with Data Entry and State/ Federal Reporting
4. Experience with Elementary-age Children
5. Ability to Work in Fast Paced Environment

Performance Responsibilities:

1. Inputting Information for Federal Reporting
2. Recording Students Breakfast and Lunches /Supporting Breakfast and Lunches
3. Administer first-aid as necessary
4. Organize/maintain files
5. Supporting the Food Service Director
6. Comfortable with computers and computer software (PowerSchool, Microsoft Office).
7. Ordering, Distributing and Maintaining Supply Room

Interested applicants should submit a letter of interest to:

Shelby Turnquist, Director of Food Service
Houghton-Portage Twp. Elementary School
203 W. Jacker Avenue
Houghton, MI 49931

Deadline: May 17, 2022

The Houghton-Portage Township School District Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. Questions or concerns regarding the non-discrimination policies should be directed to Mrs. Sara Marcotte, Business Manager, Houghton-Portage Township School District, 1603 Gundlach Road, Houghton, MI 49931 (906) 482-0451.

April 27, 2022

COMMITTED TO EXCELLENCE

Our vision is to be a premier school district where all students have the foundations for success and are challenged to reach their full potential.