



## **Columbia School District**

11775 Hewitt Rd. Brooklyn, MI 49230

Dr. Pamela Campbell, Superintendent

**May 2, 2022**

### **Notice of Opening Food Service Staff**

#### Qualifications:

Minimum of a High School Diploma or equivalent.

Ability to perform basic arithmetic necessary for a food service cashier.

#### Requirements:

Approachable, student-focused, able to communicate professionally, listen well, have the organizational agility, and manage time well. Complete a state-required criminal history background check and district-provided CPR and first aid training.

#### Various Duties:

- Collect meal payments and provide financial reporting services to ensure the efficient operation of the food service program.
- Administer personnel policies; ensures that students are equitably treated as individuals.
- Demonstrate regular attendance and punctuality.
- Adhere to the appropriate code of ethics.
- Perform other duties consistent with the position assigned as requested by the food service director or Superintendent.

#### Physical Requirements:

- Requires prolonged standing.
- Occasionally requires stooping, bending, and reaching.
- Must be able to work in noisy and crowded environments.
- Ability to bend, stoop, climb, and lift. Requires average physical strength. Must be able to lift a minimum of 50 lbs. and carry it 20 feet and able to sit the weight on a 40-inch height table.

**Deadline: May 16, 2023**

Send a letter of interest, resume, and three letters of recommendation to:

**Monika Cook**

Assistant to the Superintendent

Columbia School District

11775 Hewitt Rd.

Brooklyn, MI 49230

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