



# LAKEVIEW PUBLIC SCHOOLS

27575 Harper Avenue, St. Clair Shores, Michigan 48081  
586-445-4000 Ext. 2503 | [www.lakeviewpublicschools.org](http://www.lakeviewpublicschools.org)



## NOTICE OF VACANCY

The following Food Service position is available for the 2024-2025 School Year:

### **DISTRICT FOOD SERVICE ASSISTANT**

*(Monday – Friday | 28.75 hours per week)*

#### **Certification Requirements & Qualifications:**

- High School Diploma
- Experience as a food service worker, preferably in a school cafeteria
- Ability to successfully pass a background check
- Ability to successfully pass employment testing
- Maintain annual continuing education hours, as required by the State and the District
- Obtain/Maintain proper Food Service certifications
- Such alternatives to the above qualifications as the District may find acceptable

#### **Required Skills:**

- Demonstrated ability to perform the responsibilities of the position
- Knowledge of cash handling procedures
- Knowledge of quantity food production as well as production records
- Ability to work cooperatively with students, parents, and colleagues
- Effective communication skills, both orally and in writing
- Good organizational and problem solving skills
- Self-directedness and initiative when given a variety of tasks and responsibilities.
- Ability to lift at least 25 pounds
- Enthusiastic and takes initiative

#### **Responsibilities:**

- Provide excellent customer service
- Fill in for short and/or long-term absences/vacancies
- Perform the essential skills/job duties for the position they are filling
- Provide support for building Food Service Staff
- Perform tasks to assist building level Food Service staff when not required to fill an absence/vacancy
- Take direction from the Food Service Coordinator on day to day assignments
- Other duties as assigned

#### **Compensation:**

- Salary in accordance with the Food Services Master Agreement
- Leave Days
- Professional Development Days
- Other fringe benefits outlined within the collective bargaining agreement

#### **Nondiscrimination and Access to Equal Education Opportunity**

*It is the policy of the Board that no student in this District shall, on the basis of race, color, religion, national origin or ancestry, age, gender marital status, sexual orientation, disability, height, weight, and/or other legally protected characteristic, be discriminated against, excluded from participation in, denied the benefit of, or otherwise be subjected to discrimination in its programs and/or activities. Any person believing they have been discriminated against may bring a complaint to the local civil rights coordinator: Deputy Superintendent, 27575 Harper Ave, St. Clair Shores, MI 48081, 586-445-4000 x2503.*



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## NOTICE OF VACANCY

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**DEADLINE FOR APPLICATION: 3:00 PM – FRIDAY, MARCH 7, 2025 (or until filled)**

**ACCEPTING ONLINE APPLICATIONS ONLY**

Please submit your online application at [www.lakeviewpublicschools.org](http://www.lakeviewpublicschools.org), and include a letter of interest, resume, transcripts, teaching certificate, and references.

Tracy L. Van Peeren, Deputy Superintendent - Lakeview Public Schools

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