

**EATON RAPIDS PUBLIC SCHOOLS
Eaton Rapids, Michigan**

VACANCY NOTICE

INTERNAL/EXTERNAL

(Internal candidates will be given first consideration.)

Position: P/T CAFETERIA HELPER

Building: High School

Starting Date: Immediately

Rate of Pay: \$8.45 Probationary / \$9.11 Base

Hours: 2.0 hours per day

Duties/Qualifications:

1. Must have a good attitude and willingness to be an effective team member
2. Must be in good health, be able to lift 40 lbs., and work at tables 36" high
3. Previous use of computer debit card system preferred
4. Preparation of items for the day's menu, as assigned
5. Responsible for storing food properly, clean up of area/kitchen and dishes
6. Responsible for maintaining necessary records
7. Must practice appropriate safety and sanitation rules
8. Must be able to perform other related duties as assigned by supervisor
9. State of Michigan, Department of Education, classes on School Food Service Basics and Sanitation and Safety preferred
10. Must have a good attendance record

Apply in Writing to: Mrs. Diane Binkowski
Human Resource Coordinator
Eaton Rapids Public School
912 S. Greyhound Drive
Eaton Rapids, MI 48827
Phone: 663-1155

Application Deadline: September 7, 2010

Date of Posting: August 30, 2010

Authorized Signature: _____
Collin Smith, Chief Financial Officer

In compliance with federal and state equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, sex, color, national origin, age, or disability.