



District Office
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TITLE: Elementary Kitchen Assistant	FLSA: Non-Exempt
REPORTS TO: Riley Kitchen Manager and Food Service Director	POSTED: August 11, 2025
SALARY: Commensurate with contract; currently starting at \$16.07 per hour	NUMBER OF DAYS: School year position with optional summer hours
LOCATION: Riley Elementary School	NUMBER OF HOURS: 5.5 hrs/day

POSITION SUMMARY

Performs the more routine duties involved in the preparation and serving of food and in the cleaning of kitchen equipment and facilities. May assume additional duties. Nature of work requires sustained moderate physical effort, operation of standard food service equipment, and continuous standing.

DUTIES AND RESPONSIBILITIES

These duties and responsibilities are judged to be “essential functions” in terms of the Americans With Disabilities Act (ADA). The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

- Implements the menu in accordance with St. Johns Public Schools policies, procedures, and established practices; budget requirement.
- Assists in ordering food, milk and bread.
- Prepares, organizes, and sets up the food.
- Understand accommodations for students with special dietary needs.
- Assist in keeping an up-to-date inventory of all cooking supplies within the kitchen and store room.
- Maintain records relating to the numbers of students and adults that participate in the breakfast program, lunch program, and the snack program.
- Assist in maintaining all required paperwork for CACFP, and NSLP. Paperwork includes menu production records, daily meal counts, inventories, menus, food purchase receipts etc.
- Attends staff meetings.
- Maintain proper cleanliness throughout the kitchen and storeroom.
- Check all kitchen equipment regularly, including the temperatures of all cooling equipment.
- Understand and be able to use point of sale software.
- Demonstrate ability to collaborate and work with the other personnel.
- Follow and direct staff with HACCP and SOP procedures.
- Perform all other duties as directed by the kitchen head, food service director and/or the building principal or their designee.

Together, we succeed.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION:

- High school diploma or general education degree (GED)
- Statewide Training Classes (Basics, Safety and Sanitation, Food Managers Training, Allergen Essentials, Civil Rights, Offer vs Serve) will be required

EXPERIENCE:

- Previous experience in food service
- Previous experience working with students - *preferred*
- Cashier/IC software experience - *preferred*

CERTIFICATES, LICENSES, REGISTRATIONS:

- Food Managers or ServSafe Certificate
- Allergen Awareness

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work effectively with administrators, colleagues, central office and school based staff, students, parents and community.
- Ability to read and comprehend simple instructions, short correspondence and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.
- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform using units of American money and weight measurement, volume and distance.
- Excellent oral and written communication and human relations skills.
- Point of Sale and computer skills.
- Willingness to maintain Professional Standards minimum continued education hours.

QUALIFICATION REQUIREMENTS:

- Willing to work as a team member
- Regularly lift and position materials weighing up to 50 pounds
- Practices approved standards of customer service
- Ability to maintain a positive attitude toward co-workers and staff
- Ability to work without direct supervision
- Basic computer skills
- Recipe conversions, portion control standards and food presentation skills
- Must be able to maintain confidentiality
- Completion of Sanitation and Safety Class

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The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist. The employee is frequently required to reach with hands and arms and repeat the same hand/arm/finger motion many times as she/he is serving customers. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and depth perception. While performing the duties of the job the employee may be required to leave the building.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment usually varies.

If interested in this position, please apply through [FastTrack](#). A completed online application is required for all applicants.

Position will be posted until August 15, 2025, or until filled.

It is the policy of St. Johns Public Schools that no discriminatory practices based on sex (including sexual orientation and gender identity), race, religion, color, age, national origin, disability, height, weight, marital status, political affiliations and beliefs, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance.

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