

# **Allendale Public Schools Food Service Department Position Posting**

<b>Position:</b>	<b>Evergreen Elementary Kitchen Team Leader</b>
<b>Posting Dates:</b>	<b>April 30, 2026 – May 10, 2026</b>
<b>Reports To:</b>	<b>Food Service Director</b>
<b>Effective Date of Employment:</b>	<b>May 18 – June 5 training, School Year 2026/2027</b>
<b>Wages:</b>	<b>\$15.52 plus \$1/hr 1<sup>st</sup> year, \$2 after plus .25 for ServSafe certification</b>

**This is a school calendar position, approximately 7 hours per day (7:00 am to 2:00), 5 days per week with some nights and weekends to accommodate our banquet program.**

## **SUMMARY:**

The Team Lead assumes responsibility for daily operation of the assigned kitchen. Completes daily production records, weekly ordering and maintains the cleaning schedules of the kitchen. Ensures customers receive high quality breakfasts and lunches which have been prepared and served in an atmosphere of efficiency, cleanliness, cooperation and friendliness while adhering to food safety, sanitation and food preparation standards of excellence. Follows and enforces food service department, school district, state, and county Health Department and USDA Child Nutrition Program policies, procedures, and methods. Lead must meet the serving expectations of the Department and USDA Child Nutrition Programs and have a good understanding of Offer vs Serve.

## **SUPERVISORY RESPONSIBILITIES**

Responsible for supervising one permanent employee or substitute employee assigned to school to cover absences.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to satisfactorily complete all assigned tasks in each category of essential duties and be highly dependable in attendance and self motivation. Evergreen kitchen has 4 positions to manage, dependability and attendance are of high importance. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Time, Temperature and Holding
- Meal portions and Reporting
- Production Records
- Ordering

## **EDUCATION**

- High school diploma and other advanced training or equivalent experience in food service supervision or related areas.
- School food service experience in a high volume institution or cafeteria operation where a progressively responsible position was held.

## **REQUIRED CERTIFICATES**

ServSafe Certification

10 hours annually of Professional Development

**ADA Requirements:** The physical demands, work environment factors, and mental functions described 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 essential functions.

**Physical Demands:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk, and sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**Work Environment:** The noise level in the work environment is generally moderate but distractions can be frequent due to building traffic.

**Mental Functions:** While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

**Methods of Application:** [Applitrack / Frontline](#)  
**Contact Person:** Jodi Brouwer, Food Service Director  
brouwerjod@apsfalcons.net  
Allendale Public Schools  
10505 Learning Lane  
Allendale, MI 49401

**FLSA Status: Non-Exempt**

- APPLICATIONS: SUBMIT AN APPLICATION, INDIVIDUAL COVER LETTER, AND RESUME THROUGH THE ONLINE APPLITRACK / FRONTLINE APPLICANT CENTER - NO HARD COPY APPLICATIONS WILL BE ACCEPTED VIA MAIL OR HAND DELIVERY. Visit the district website: <https://www.allendale.k12.mi.us/>

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