

**Allendale Public Schools Food Service
Food Service Posting**

Position: Food Service – Part Time Position 3.75 hrs*

Location: Allendale High School

Posting Dates: October 27 - November 5, 2026 or until filled

Reports To: High School Team Leader

Date of Employment: As soon as permitted

Starting Wage: \$ 15.52 per hour

**This is a school-year calendar position, approximately 3.75 hours per day - 5 days per week.
Currently 9:00 am -12:45 pm. Subject to change if a special schedule is used.*

Essential Job Functions Job Summary:

The main responsibilities are cooking items for service working with the production record in addition to being a Cashier. This position requires organization and completing tasks in a timely manner. All duties should be practiced with habits of personal appearance and grooming as determined by foodservice policy. Must be able to lift and/or carry about 25lbs.

Requirements:

High School diploma
Food service experience preferred.

Essential Job Duties:

1. Assist with Meal Preparation:
 - Support the kitchen staff by preparing food items as directed.
 - Follow proper food handling procedures to maintain quality and safety standards.
2. Serving Meals:
 - Assist in the serving line, ensuring students and staff receive the correct portions and that service is conducted efficiently and courteously.
 - Replenish food items on the serving line as needed to maintain a continuous flow of service.
3. Maintain Cleanliness and Sanitation:
 - Ensure all food preparation and serving areas are kept clean and sanitized in accordance with health and safety regulations.
 - Wash dishes, utensils, and equipment used during meal preparation and service.
 - Perform routine cleaning tasks such as wiping down tables, counters, and serving areas.
4. Provide Coverage and Support:
 - Step in to cover for absent staff members in various roles, including serving or cleaning, as needed.
 - Assist with any other kitchen-related tasks to ensure the smooth operation of the food service program.

5. Follow Health and Safety Guidelines:
 - Adhere to all food safety regulations and school policies, including proper handwashing, glove use, and food storage procedures.
 - Report any safety hazards or concerns to the food service manager immediately.
6. Engage with Students and Staff:
 - Interact positively with students and staff, providing assistance and responding to questions about the meal service.
7. Participate in Training and Development:
 - Attend required training sessions and meetings to stay updated on food service policies, procedures, and safety protocols.

Physical and Mental Demands, Work Hazards:

- 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: While performing the duties of this job, the employee is required to stand, walk, sit, use hands to fingers, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment), taste and smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust/focus.
- Work Environment: The noise level in the work environment is loud to moderate.
- 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.

FLSA Status: Non-Exempt

Method of Application: [Frontline / Applitrack Posting](#)

Contact Person: **Austin Goff, Food Service Director**
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Visit the district website: <https://www.allendale.k12.mi.us/>

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