

**Join our team for the  
2025-26 school year!**



**615 South Elm Avenue  
Gaylord, MI 49735  
Phone: 989-705-3080  
Fax: 989-732-6029**

## NOTICE OF VACANCIES

November 17, 2025

### Food Service Helpers

<b>TERMS OF EMPLOYMENT</b>	<table border="1"> <tr> <td><b>LOCATIONS</b></td><td>Gaylord Intermediate School</td></tr> <tr> <td><b>WORK HOURS</b></td><td>4.5 hours/day</td></tr> <tr> <td><b>WORK DAYS</b></td><td>All days that students are in session plus potential for additional hours on an as-needed basis in the evenings and weekends. Additional days may be available during the summer months.</td></tr> <tr> <td><b>WAGE</b></td><td>\$15.29/hour</td></tr> <tr> <td><b>BENEFITS</b></td><td>Paid holidays and leave days, life insurance, retirement plan, \$800 retention stipend for completing a full school year, single subscriber medical benefits or \$2500 cash-in-lieu of benefits (with 5+ hour/day positions), and much more!</td></tr> </table>	<b>LOCATIONS</b>	Gaylord Intermediate School	<b>WORK HOURS</b>	4.5 hours/day	<b>WORK DAYS</b>	All days that students are in session plus potential for additional hours on an as-needed basis in the evenings and weekends. Additional days may be available during the summer months.	<b>WAGE</b>	\$15.29/hour	<b>BENEFITS</b>	Paid holidays and leave days, life insurance, retirement plan, \$800 retention stipend for completing a full school year, single subscriber medical benefits or \$2500 cash-in-lieu of benefits (with 5+ hour/day positions), and much more!
<b>LOCATIONS</b>	Gaylord Intermediate School										
<b>WORK HOURS</b>	4.5 hours/day										
<b>WORK DAYS</b>	All days that students are in session plus potential for additional hours on an as-needed basis in the evenings and weekends. Additional days may be available during the summer months.										
<b>WAGE</b>	\$15.29/hour										
<b>BENEFITS</b>	Paid holidays and leave days, life insurance, retirement plan, \$800 retention stipend for completing a full school year, single subscriber medical benefits or \$2500 cash-in-lieu of benefits (with 5+ hour/day positions), and much more!										
<b>PREFERRED QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Possess high school diploma/equivalent.</li> <li>• Demonstrated ability to communicate effectively with parents, students, and staff members.</li> <li>• Demonstrated ability to perform highly responsible and confidential recordkeeping duties.</li> <li>• Demonstrate willingness and ability to obtain and maintain state food service certification.</li> <li>• Demonstrate knowledge of and/or experience with debit machines and running reports.</li> <li>• Demonstrate effective interpersonal communication and organizational skills.</li> <li>• Possess excellent attendance record.</li> <li>• Demonstrate willingness and ability to learn additional aspects of food service department.</li> <li>• Ability to lift up to 50 pounds.</li> </ul>										
<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>	<p><i>Responsibilities include but are not limited to:</i></p> <ul style="list-style-type: none"> <li>• Follow all state and federal regulations pertaining to school nutrition</li> <li>• Prepare and serve correct portions of each component to create a qualified meal</li> <li>• Properly convert measurements and weights for large quantity food preparation</li> <li>• Monitor and maintain proper food temperatures for multiple items simultaneously</li> <li>• Successfully follow a strict time schedule for all duties</li> <li>• Follow a published monthly menu</li> </ul>										
<b>APPLICATION DEADLINE</b>	<p>Until filled</p>										
<b>METHOD OF APPLICATION</b>	<p>Please call 989-705-3013 or visit <a href="http://gaylordschools.com">gaylordschools.com</a> for application.</p>										

It is the policy of Gaylord Community Schools that the District does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.  
Inquiries should be addressed to: Civil Rights Coordinator, 615 S. Elm Avenue, Gaylord, MI, 49735, (989) 705-3080.