

# FENTON

AREA PUBLIC SCHOOLS  
3100 Owen Road  
Fenton, Michigan 48430  
810-591-4700

Posting No. 33642  
September 19, 2025  
INTERNAL & EXTERNAL

## VACANCY NOTICE

**JOB TITLE:** Substitute Food Service Cook- Aide  
**AVAILABLE:** 2025-2026

**LENGTH OF DAY:** 4 hrs/ day as needed

### QUALIFICATIONS:

#### Minimum

1. High School diploma.
2. Ability to function as a positive, contributing team member.
3. Ability to communicate in a cheerful and positive manner with students, parents, and staff.
4. Ability to maintain confidentiality of information.
5. Has basic knowledge of dietary guidelines and meal pattern requirements for children.
6. Displays interest in marketing and merchandising to create enthusiasm with the customer base.
7. Ability to maintain required department records accurately.
8. Ability to work independently, exercising good judgment and maintaining high standards of safety, sanitation and integrity.
9. Ability to lift up to 50 lbs.

#### Preferred

1. Experience in a similar position.
2. Knowledge of electronic point of sale system

### MAJOR AREAS OF RESPONSIBILITY:

The Food Service Substitute will assist the Manager in providing a high quality, cost-effective food service programs for students and staff.

### SPECIFIC RESPONSIBILITIES:

1. Attends relevant training classes and workshops.
2. Adheres to defined standards of sanitation for personnel, food preparation, food preparation, kitchen equipment, and the physical plant.
3. Adheres to standards of safety for personnel and equipment.
4. Participates in the preparation of food within an established production system following standardized recipes, preparation and service methods, and food handling techniques to ensure acceptable standards.
5. Follows established procedures for service and distribution of meals.
6. Participates in preparation and service of planned meals for special activities, recognizing the importance and the role special meal functions play as a public relations tool in the community.
7. Maintains required forms and records as assigned.
8. Assumes responsibility as a foodservice employee, follows work assignments, and maintains workstation efficiently.
9. Keeps informed of current knowledge of district, departmental, state and federal regulations.
10. Recognizes the chain of command, grievance procedures, and levels of job responsibilities.

11. All other job related duties as assigned.

**WORK SCHEDULE:**

As directed by the Administrator(s).

**WAGES AND BENEFITS:**

TBD

**INTERNAL CANDIDATES**

**APPLY TO:** Anna Goss

email: [agoss@fentonschools.org](mailto:agoss@fentonschools.org)

3100 Owen Road

Fenton, Michigan 48430

Phone: 810-591-4709

**EXTERNAL CANDIDATES**

Applications can be submitted online at [www.fentonschools.org](http://www.fentonschools.org) and click on employment.

**APPLY BY: Until filled.**

**This institution is an equal opportunity provider and employer.**