



Hamtramck Public Schools

October 16, 2025

PLEASE POST!

Notice of Position Vacancy: 2025/2026 School year

Morning Cafeteria Assistant **Multiple Locations**

LOCATIONS: Dickinson West, Dickinson East, Hamtramck High School, KMS, Holbrook, Tau Beta, ECE

REQUIREMENTS: Qualifications and responsibilities of this position may be found on the attached sheet.

INTERNAL APPLICANTS must complete an online application. The online application can be accessed from the Hamtramck Public Schools website at <https://hamtramckschools.com>

Application Deadline: Monday, October 27, 2025

- AN EQUAL OPPORTUNITY EMPLOYER -

It is the policy of Hamtramck Public Schools that no person shall on the basis of sex, race, color, religion, age, national origin or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment in any of its programs or activities. Inquiries related to nondiscrimination should be related to the Title IX Coordinators; Director of Human Resources, Hamtramck Public Schools 3201 Roosevelt, Hamtramck MI 48212 Phone 313-892-5170 or Director of State and Federal Funding 9300 Conant, Hamtramck, MI 48212 Phone 313-892-6895. Nondiscrimination inquiries related to disability should be directed to Section 504 Coordinator, Director of Student Services, 9300 Conant, Hamtramck, MI 48212 Phone 313-892-2037.

James Larson-Shidler
Interim Superintendent
/bnk (attachment)

Job Title: Morning Cafeteria Assistant

Reports to: Building Principal

Work Schedule:

- Before-school supervision, approximately 30 minutes each morning (e.g., 7:30–8:00 a.m.)
- Supervise students until the start of classes
- Schedule may vary based on school needs

Qualifications:

- High School Diploma
- Current Internal Employee (No 3rd Party)
- Experience working with school-age children preferred.
- Strong communication and interpersonal skills.
- Dependable, punctual, and able to maintain a positive attitude.

Duties & Responsibilities:

- Supervise students in the cafeteria during breakfast.
- Promote and maintain appropriate student behavior and a positive atmosphere.
- Assist with the organization and flow of student lines and seating.
- Communicate any student concerns or incidents to the main office or administration.
- Collaborate with cafeteria and custodial staff to maintain cleanliness and safety.
- Assist in ensuring students transition smoothly to classrooms after breakfast.
- Serve as a positive role model for students and support school-wide expectations.

Salary:

- Hourly Rate