



LOCATION: Riley Upper Elementary School
REPORTS TO: Food Service Supervisor
DATE AVAILABLE: 2025-2026 School Year
POSTING DATES: August 11, 2025 – August 19, 2025 (or until filled)

POSITION DESCRIPTION

Livonia Public Schools is seeking a **3-Hour General Helper** to assist with food preparation and serving of meals to students. Because of the nature of the work, a spirit of cooperation with all others in the building is essential. Other duties associated with this position may be assigned by the supervisor. Specific details of the position will be discussed with the administrator during the interview process. Training will be provided.

DISTRICT OVERVIEW:

Livonia Public Schools employs approximately 1,900 staff members, serving approximately 13,300 students pre-K – post secondary. There are 15 elementary schools, 3 middle schools, 3 high schools, 1 career technical center, 1 early childhood center, and 1 vocational and transition center in the school district. The annual budget for Livonia Public Schools is \$175 million, with a state funding of \$9,608 per pupil.

BENEFITS OF WORKING WITH LIVONIA PUBLIC SCHOOLS:

Newly hired public school employees are eligible for a traditional pension and tax-deferred retirement savings accounts with an employer matching contribution. The pension component guarantees you monthly retirement benefit payments over your lifetime once you meet age and service requirements. Additionally, as a new public-school employee, you will be automatically enrolled in a Personal Healthcare Fund (PHF), which is a portable, tax-deferred investment account that can be used to pay for healthcare expenses in retirement. Livonia Public Schools will contribute a dollar-for-dollar match on the first 2% you contribute.

As an employee of Livonia Public Schools, you will be a part of a team working together in a positive work climate and a culture of mutual respect to support the successful education of children. Beyond the satisfaction of knowing you're helping thousands of students grow and learn, you will also have the satisfaction of knowing you are a team member with Livonia Public Schools, which means you will have the following perks of employment available to you:

- Medical insurance, including prescription drug coverage:
 - The district's contribution is the maximum allowed by Michigan law.



- Family coverage eligibility for employees working 30 hours or more per week.
- Single coverage eligibility for employees working 20 hours but less than 30 per week.
- Optional “cash in lieu” of medical insurance for those who qualify.
- Dental, vision, and life insurance:
 - The district pays 100% of the premium for all employees.
- Long-term disability coverage:
 - The district pays 100% of the premium for employees working 20 hours or more per week.
- Employee Assistance Program for employees and their eligible family members.
 - Completely confidential, short-term counseling service that utilizes a practical approach toward problem resolution and is available 7 days a week, with no cost to the employee.
- Paid holidays; earned vacation, sick, and bereavement days.
- Longevity pay.
- Annual work clothing allowance
- Earn overtime pay beyond 8 hours per day.
- Paid “act of God” days, such as snow days.
- Opportunity for career advancement.

Additionally, the children of employees living outside the district’s attendance boundaries are eligible to attend Livonia Public Schools via schools of choice.

CONDITIONS OF EMPLOYMENT:

The work year, salary, and fringe benefits will be consistent with the current agreement between the Board of Education and the American Federation of State, County, and Municipal Employees. **This position will remain open until the position is filled.**

APPLICATIONS:

All applicants, including current LPS employees, must complete and submit an application through Applitrack which can be accessed through the Livonia Public Schools webpage. All applicants must also upload a cover letter, professional resume, copies of educational documents (transcripts/certificates), and three current letters of recommendation to their online application.

The Livonia Public Schools School District prohibits unlawful discrimination on the basis of race, color, religion, sex (including sexual orientation, gender identity, and/or transgender status), national origin, age, height, weight, marital status, handicap, or disability in any of its educational programs or activities. The following person has been



designated to handle inquiries and grievances regarding discrimination based on race, color, religion, sex (including sexual orientation, gender identity, and/or transgender status), national origin, age, height, weight, and marital status-Director of Human Resources, 15125 Farmington Road, Livonia, MI 48154 at (734) 744-2566. The following person has been designated to handle inquiries and grievances regarding discrimination based on handicap or disability-Director of Student Services, 15125 Farmington Road, Livonia, MI 48154 at (734) 744-2524.

Livonia Public Schools uses the [applicant tracking](#) system from Frontline Education to manage employment applications online.