

**PLEASE POST**

**September 23, 2025**

**MAUMEE CITY SCHOOLS**  
Notice of Operational Vacancy

**POSITION AVAILABLE:** Kitchen Helper - Breakfast (9 months a year, 1.5 hours a day; 8:00-9:30)

**INITIAL BUILDING ASSIGNMENT:** Fort Miami Elementary

**MINIMUM QUALIFICATIONS:**

1. Minimum age of 18 with a high school diploma or equivalent.
2. Ability to perform basic math and reading tasks.
3. Ability to stand for extended periods of time.
4. Ability to operate a computer, including being familiar with the Windows operating system.
5. Ability to operate basic kitchen equipment.
6. Professional tact, diplomacy, and presentation with administrators, staff, students, parents, and the community.
7. Ability to work successfully in a team environment.
8. Ability to make sound decisions and work without direct supervision.
9. Ability to lift a minimum of 30 pounds without assistance.
10. Experience with the National School Lunch Program and/or institutional food service is preferred.
11. Good health, high moral character, and excellent employment attendance record.
12. Possess a tolerant and pleasant personality under sometimes demanding work situations.

**JOB DESCRIPTION:** See attached (Kitchen Helper-Locator Index: 9.06)

**COMPENSATION:** Wages and fringe benefits are based on the collective bargaining agreement.

**APPLICATION PROCESS:**

Complete the application process by following the employment links on the Maumee City Schools website: **Maumee.k12.oh.us**.

**Applications will be accepted until 3:00 p.m. on Tuesday, September 30, 2025**

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