



August 19, 2025

Internal/External Posting

**Cafeteria Helper – 3.75 Hours
Oxford High School
2025-26 School Year**

Primary Function: Provide students with a healthy, high quality nutritious lunch within the guidelines of the Michigan Department of Education School Lunch Program, and Oakland County Health Department consistent with the District Mission Statement.

Base hourly rate: \$16.23/hour

Qualifications and conditions for this position will be in accordance with the most recent agreements between the district and the local AFSCME unit.

Essential Duties and Responsibilities include the following:

- Responsible for efficient use, maintenance, and cleanliness of all kitchen equipment and storage areas, plus overall organization of kitchen.
- Cross-trained on kitchen positions and able to work in all district kitchens.
- Completion of Introduction to Food Service through the Michigan Department of Education and Serv Safe.
- Maintain all necessary records, including but not limited to daily sales sheet, deposit slips, monthly inventory, time sheet, order forms, production records, etc.
- Maintain Oakland County Health Department standards.
- Maintain standards set forth by the Michigan Department of Education for school lunch programs as directed by Food Service Supervisor.
- Carry out directions, written or oral, as issued by supervisor or designee.
- Responsible for following proper start-up and end of the day procedures for opening and closing the kitchen.
- Perform duties and functions assigned and deemed necessary by the nature of the work assigned.
- Maintain regular and predictable in-person attendance.
- Support the vision and mission of Oxford Community Schools.
- Other duties as assigned.

Internal Applicants: Letters of interest and resumes must be received in the Human Resources Department **no later than 4:00 pm on Tuesday, August 26.**

- Please send letter of interest to **Allie Goodson, Oxford Community Schools, 775 W. Drahner Rd., Oxford, MI 48371** or email to: alexandra.goodson@oxfordschools.org

External applicants should apply online via the [Oakland Human Resources Consortium](#)

Internal Applicants – send letter of interest to Allie Goodson

Internal Application Deadline: Tuesday, August 26 @ 4:00 PM

External Application Deadline: Until Filled