



Walled Lake Consolidated Schools

Human Resources

Educational Services Center
850 Ladd Road, Building D
Walled Lake, MI 48390
Phone: 248-956-2030

Food Service – General Helper, Production Kitchen Job # 13515

Position: General Helper
Location: Western Production Kitchen
Schedule: 8:05 to 1:55pm, 5.5hrs per day, Monday through Friday
Rate of Pay: Current ESP#1 Contract \$15.78 to \$19.15 per hour
Starting pay \$15.78
Reports To: Kitchen Manager
Date Posted: 8/22/25
Closing Date: Internal 10 days, externally until filled
Date Available: ASAP

Student Day Calendar

Qualifications:

- High School graduate, minimum
- Must be willing to get the ServSafe ® manager certification
- Experience in quantity food preparation and packaging preferred, will train
- Experience cashiering preferred, will train
- Working knowledge of food service production, operation and equipment preferred
- Ability and desire to work as a team member
- Ability to relate to students, staff and co-workers

Responsibilities:

- Properly prepare, package and serve all food required for breakfast and lunch programs
- Merchandise and promote school breakfast and lunch programs
- Substitute in elementary schools for breakfast and lunch, as needed
- Assist in stocking all food and supplies
- Follow rules and regulations established by State Agency and Health Department

In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Walled Lake Consolidated School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, political belief, military service or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. For information, contact the District Compliance Officer Ali Hamka, Assistant Superintendent, Human Resources, 850 Ladd Rd., Bldg. D., Walled Lake, MI 48390, phone (248) 956-2023.



Every Child, Every Day!

- Must be willing to sub in an elementary school when needed
- All other duties as assigned

Essential Functions of the Job

- Must be present at the work site to perform duties
- Must be able to manage stressful situations
- Must be able to lead and manage groups of people and individuals
- Must be able to communicate effectively
- Must be able to build and maintain a safe environment
- Must be able to meet the physical demands of the job including but not limited to: walking, kneeling, sitting on the floor, rising from the floor, bending, and lifting at least 20 pounds

The Essential Functions here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

According to the revised code MCL380.1230 a criminal history background check will be completed as a condition of employment with Walled Lake Schools.

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