

**JOB DESCRIPTION**  
**Spring Lake Public Schools**  
**Food Service Department**

**Position:** Food Service Delivery Driver / Kitchen Assistant – Level IV

**School:** Holmes Elementary

**Hours:** 8:00 AM – 2:00 PM / Monday – Friday

**General Job Summary:** Spring Lake Public Schools is seeking a reliable and motivated individual to join our Food Service Department. This dual-role position combines district-wide food delivery with food service support at Holmes Elementary. The position is responsible for transporting food and supplies between the High School kitchen and multiple school sites, followed by assisting with food preparation, lunch service, and cleanup at Holmes. This role requires knowledge of food safety, USDA NSLP nutritional guidelines, and batch cooking.

**Job Responsibilities:**

**Transportation & Delivery (District-Wide)**

- Operate a designated delivery vehicle to transport food and supplies between the High School kitchen and other district sites.
- Follow a set delivery schedule while maintaining flexibility for additional trips as directed.
- Ensure safe loading, securing, and unloading of food and supplies.
- Maintain delivery records, temperature logs, mileage logs, and other required documentation.
- Ensure the delivery vehicle is clean and properly maintained for safe operation.

**Kitchen Assistant (Holmes Elementary)**

- Assist with high-volume food preparation following standardized recipes and production records.
- Serve meals to students and staff in a friendly, efficient manner.
- Restock food items and maintain proper storage according to food safety standards.
- Perform cleanup tasks, including dishwashing, sanitizing equipment, wiping down and storing tables, sweeping, mopping, and trash removal.
- Operate basic kitchen equipment and the POS (Point of Sale) system.
- Adhere to district food safety, sanitation, and general safety policies.
- Maintain excellent customer service and a positive attitude with students, staff, and families.

- Easily adapt to changing needs, including menu adjustments, product shortages, or staffing challenges.
- Perform other duties as assigned by the lead or director.

### **Job Requirements:**

- Valid driver's license with a clean driving record; ability to operate a large delivery vehicle safely.
- Ability to lift up to 50 lbs, push/pull carts, and stand for extended periods.
- Strong organizational, multitasking, and time management skills.
- Dependable, punctual, and able to work independently as well as part of a team.
- Good verbal and written communication skills; able to maintain basic records.
- Ability to address unexpected challenges during deliveries or in the kitchen.
- Skilled in batch cooking techniques
- Basic knowledge of food safety, sanitation, food allergies, and USDA nutrition standards for the National School Lunch Program.
- Familiar with basic kitchen equipment and utensils (e.g., ovens, steam tables, knives, stoves, sinks).
- Attention to detail and commitment to food quality.
- Student-first mindset and passion for food and nutrition.

### **Potential Position Benefits:**

- PTO (holidays, vacation, snow days, sick leave)
- Optional district contribution to 403(b) or FSA
- Summers off!