



Richard Machesky Ed.D.
Superintendent of Schools

Administration Building
4400 Livernois
Troy, MI 48098

Please Post

Position: Career Education Tech Assistant-Terrace Dining Room Operations Long Term Substitute
Location: Athens High School
Reports to: Building Principal
Posting Date: April 9, 2026
Deadline Date: Until Filled
Starting Date: April 2026

****Please note: This job will be hired and paid through our third party contractor.***

Qualifications:

- High School Diploma or equivalent
- Two years' work experience in food service, with specific training in dining room operations
- Management experience/training preferred
- Must have experience in Point of Sales computer use (digital dining), accounting procedures, daily cash reconciliation, have excellent customer service skills, food service sanitation knowledge (ServSafe Certification), as well as the physical ability to lift a maximum of 50 pounds

Responsibilities:

- Aid instructor in overall operation of the program
- Work with individual students or groups of students of widely varying skill levels to aid in their instruction
- Offer input in the evaluation of students
- Aid the instructor in maintaining a classroom and lab environment that is safe, sanitary and supports excellent classroom management
- Under the guidance of the classroom instructor supervise and oversee student training for dining room operations
- Aid with inventory/ordering and occasionally go to various stores for necessary classroom purchases following the district guidelines for use of a purchasing card and mileage reimbursement
- In collaboration with the instructor, organize and maintain the dining room reservations system.
- Train students to use the POS system (Digital Dining) and input/update items in the system as needed
- Reconcile the daily credit card/cash receipts and follow district procedures for cash handling and depositing of funds
- Other duties as needed to aid the classroom teacher

Job Description:

This is a full-time, hourly position. Workdays follow the school calendar, 7:00 am- 2:20pm.

Method of Application:

All interested applicants apply at: <https://www.applitrack.com/troy/onlineapp/>.

Please upload your letter of interest, resume, letter(s) of recommendation, transcripts, and other pertinent data directly to your Applitrack application. **Please do not fax, email, or send applications** directly to the District. Questions regarding your application process should be directed to Applitrack.

Nondiscrimination:

In compliance with Title VI 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 Troy School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, Troy School District has a Title VI, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions, or complaints for administering the nondiscrimination grievance procedure should be directed to the Assistant Superintendent of Employee Services/Troy School District.

An Equal Opportunity/Affirmative Action Employer/Program. Aids and auxiliary services are available upon request to individuals with disabilities.