

Position Title/Classification: Kitchen Assistant

Type of work: Working in the food service/cafeteria area. Specific duties vary by assignment.

Location of work: Cafeterias

Reports To/Immediate Supervisor: Food Service Director

Status: ESP Union Position

Hours to be Worked: As per contract

Compensation/Rate of Pay: Per Negotiated agreement with the Mio AuSable Schools ESP

Minimum Requirements/Qualifications: Must have a high school diploma or GED.

Application Procedure: Letter of intent should be sent to:

Elizabeth Boright, Food Service Director

Mio AuSable Schools

1110 W 8 th St.

Mio, MI 48647

Email: borighte@mio.k12.mi.us

Posting Date: September 9th, 2026

Deadline: Until Filled

September 9th, 2026

Position: Kitchen Assistant

Location: Kitchen

Reports To: Food Service Director

General Description:

☐ This position requires an individual with the ability to establish positive rapport with students and staff members. The individual working as the Assistant must be able to take direction and work closely with other staff members. The Assistant must exhibit a knowledge of various aspects of a Food Service program in a school setting, which includes preparation, clean-up, sanitation, inventory, lifting, sorting, counting, writing, and record keeping.

☐ Duties may include, but are not limited to, the following:

- o Washing tables
- o Helping children when need during breakfast and lunch
- o Setting up and taking down cafeteria tables
- o Washing dishes
- o Sweeping
- o Mopping
- o Taking out trash

Qualifications:

☐ Must possess a high school diploma or GED

☐ Ability to pass a criminal records check, including Livescan fingerprinting, to reveal no felony convictions; also, a misconduct check from previous employer

☐ Possess the ability to get along with others, follow directions, and work independently

☐ Demonstrates good personal habits – mature and responsible judgement, honesty, patience, industriousness, and good hygiene

☐ Shows pride in doing a job well, and recognizes the job as important and essential to the smooth running of the school as a whole

☐ Demonstrates ability to read, write, and use basic math at proficiency level appropriate to do

tasks of position

☐ Willingness to learn new techniques in the food service field

☐ Ability to accept interruptions such as weather-related contingencies, delays, special student/staff requests as directed or approved by Supervisor

☐ Must have an excellent attendance record

☐ Ability to accept constructive criticism and approach problems with a positive outlook for improvement

☐ Willingness to do more than just the minimum required

☐ Ability to use technology

☐ Demonstrate professionalism in all aspects of position and maintain student confidentiality

Physical Demands:

☐ While performing the duties of this position, it is required to regularly climb or balance, stoop, kneel, crouch or crawl. Food Service employees are exposed to continuous standing and/or walking. The individual may frequently bend or twist at the neck and trunk, squat, reach above the ear or reach forward and repeat the same gross and hand fine motion more than the average person. The employee may occasionally lift and/or move up to 60 pounds. Employee must be able to observe kitchen and cafeteria activity via visual, auditory, and/or olfactory senses.

Work Environment:

☐ While performing the duties required by this position, the employee may work in temperatures above 95-100 degrees Fahrenheit. The noise level in the work environment may be loud and employee may be exposed to infection at a greater risk than the average person.

The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout their employment in the District.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mio AuSable Schools will comply with Titles VI and IX of the Civil Rights Act with Section 504 of the Rehabilitation Act of 1973 as amended. No person on the grounds of race, color, sex, national origin, or handicap will be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity. The district will comply with the Michigan Handicapper's

Civil Rights act of 1977 regarding employment and utilization of educational facilities without discrimination because of religion, race, national origin, age, sex, height, weight, marital status, or handicap.