

MANHATTAN PUBLIC SCHOOLS

VACANCY ANNOUNCEMENT

JOB TITLE:

Full-Time Kitchen Aide (approximately 30 hours per week)

COMPENSATION:

\$14.33 hourly or to be determined by the Superintendent and Board of Trustees.

POSTING DATE:

12/02/2021

POSITION SUMMARY:

Assists with lunch food preparation and loading and transfer of food and supplies between elementary and 5-12 buildings. Responsible for preparing the salad bar and the set up of the 5-12 kitchen. Washes dishes after 5-12 lunch times, assists with cafeteria and lunch room clean-up after lunch service, and assists other kitchen staff members if needed.

DESIRED MINIMUM QUALIFICATIONS:

No experience required; high school diploma or equivalent, or any combination of training and experience likely to provide the desired knowledge and abilities.

REPORTING RELATIONSHIP:

Reports to the Food Service Manager.

TERMS OF EMPLOYMENT:

1. Full-time, school-year position, approximately 30 hours per week, 7:30 am to 1:30 pm.
2. Vacation and Sick Leave are earned pursuant to Montana Law.
3. Position qualifies for insurance and retirement benefits.
4. Out-of-District employees' children qualify for attendance at Manhattan Public Schools.

CLOSING DATE:

Open Until Filled

EQUAL EMPLOYMENT OPPORTUNITY:

Manhattan School District #3 is an equal opportunity employer and does not discriminate in regards to race, color, religion, nationality, sex, age, marital status, or disability.

APPLICATION PROCEDURE:

Fill out a classified application which is available on the school website, www.rollontigers.org or in the Manhattan School District Office, 416 North Broadway, Manhattan, MT 59741. Upon recommendation for hire, candidates will be provided a packet of payroll forms to include a fingerprint background check and pre-employment physical.

CONTACT INFORMATION:

Food Service Manager: Shawna Longie Cell: 406.570.3314 Email: slongie@mhstigers.org

District Superintendent: Mr. Brian Ayers 406.284.6460 Email: bayers@mhstigers.org