



## **POSTING**

Internal/External

June 23, 2025

**POSITION:** **NUTRITION SERVICES WORKER**  
**MMHS**

**HOURS:** Monday – Friday 10:00am to 1:30pm (3.5hrs.)  
Starting / Ending time could vary depending on late Start Monday

**JOB DESCRIPTION:** Candidate must possess excellent customer service skills, have knowledge of school nutrition basics, be able to lift 40 lbs., have the skills necessary to operate a Meal Magic Point of sale register and must be ServSafe & Allergen Certified.

Primary Duties will be preparing food for the salad bar, preparing condiments for lunch, making Grab & Go salads, setting up salad and condiment stations, serving students and cleaning up both salad & condiment stations.

Duties may include but are not limited to the following:

- Preparing salad bar foods and Grab & Go salads
- Setting up salad and condiment bars
- Cleaning up serving area
- Maintain proper production reports
- Order products that pertain to the salad bar and condiments
- Help put away dishes / wash dishes
- Any other duty assigned by the Food Service Director

**START DATE:** Approx. August 27th, 2025

**PAY / BENEFITS:** Per Contract Agreement: Starting rate \$14.50/hr, six paid holidays, paid snow days (as used), nine sick leave days and two personal days. State of Michigan retirement plan.

**EXPIRATION DATE:** July 6th, 2025

**APPLICATION:** Please submit application and resume, if available, to:  
sschubert@manistee.org

*District Policy: The District does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), marital status, disability, or any other legally prohibited basis in admission or access to District programs and activities. The information contained in this job description is for compliance with the American with Disabilities (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*

## **SUPPORT STAFF APPLICATION FORM**

\_\_\_\_\_  
**POSITION APPLYING FOR**

\_\_\_\_\_  
**DATE OF APPLICATION**

**NAME:** \_\_\_\_\_

\_\_\_\_\_  
**MAILING ADDRESS:    Number / Street / Road**

\_\_\_\_\_  
**Apt. # or P.O. Box**

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**State**

\_\_\_\_\_  
**ZIP CODE**

\_\_\_\_\_  
**Home Telephone #**

\_\_\_\_\_  
**Cell Phone #**

\_\_\_\_\_  
**Email Address**

**ARE YOU PRESENTLY EMPLOYED?** \_\_\_\_\_ **PRESENT/LAST SALARY** \_\_\_\_\_  
(hrly/wkly/yrly)

**ARE YOU A U.S. CITIZEN?** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

**CURRENT EMPLOYER:** \_\_\_\_\_

**ADDRESS/CURRENT EMPLOYER:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**MAY YOUR PRESENT EMPLOYER BE CONTACTED?**    ☐ Yes    ☐ No

**WHEN WOULD YOU BE AVAILABLE FOR A PERSONAL INTERVIEW?** \_\_\_\_\_

### **WORK EXPERIENCE:**

Name/Address of Employer	Supervisor's Name & Phone Number	OK to contact? (yes/no)	Nature of Work	Employment Dates From - To	Reason for Leaving

### **EDUCATION AND PROFESSIONAL TRAINING:**

List High Schools, Colleges/ Technology School &/or Universities Attended	Location	Years Attended or Graduated & Degrees Received	Area of Study

ARE YOU PRESENTLY WORKING TOWARD A HIGHER DEGREE? \_\_\_\_ YES \_\_\_\_ NO  
IF "YES," WHAT IS YOUR EXPECTED COMPLETION DATE AND DEGREE EXPECTED? \_\_\_\_\_

**CHARACTER REFERENCES:**

NAME	POSITION TITLE	ADDRESS	PHONE NUMBER & EMAIL ADDRESS

**EXPERIENCE WORKING WITH STUDENTS:** List experiences you have had working with young people, i.e., scout work, summer camps, etc.

**HAVE YOU EVER BEEN CONVICTED OF A FELONY?** \_\_\_\_ YES \_\_\_\_ NO  
IF "YES," INDICATE THE TYPE OF CONVICTION, DATE, AND COURT WHERE THE CONVICTION OCCURRED:

**HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR (excluding a minor traffic offense)?** \_\_\_\_ YES \_\_\_\_ NO (Note: Conviction record will not necessarily be a bar to employment.)

I hereby consent that any former or current employer, whether named in this application or not, may release all employment records of the applicant to the District. I also consent to a physical and drug test as part of the screening process. I understand I must undergo a Criminal History Record Check.

I hereby authorize the District to inquire and verify any information contained on this application for employment, and the District shall not be liable for any damages which may result from such inquiry or verification. I understand that making any misleading or untruthful statement on this application may result in my dismissal. If accepted for employment, I understand that this application will become a permanent part of my personnel records.

I further agree to comply with all rules, regulations, and policies of Manistee Area Public Schools and agree that my employment status is "at will" and, thus, I may be terminated for cause or no cause at any time, and I may terminate my employment at any time for any reason. Upon my termination, I authorize the release of reference information regarding my work history with Manistee Area Public Schools."

\_\_\_\_\_  
**Signature (Full Name)**

\_\_\_\_\_  
**Date**

*In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition or handicap.*