



POSTING

Internal/External

August 24, 2026

POSITION: **FOOD SERVICE STAFF**
MES/MECC

HOURS: 3.25 hours
(7:45- 9:00 & 10:30-12:00) (Tuesday - Friday)
(8:45- 12:00) (Monday)

JOB DESCRIPTION:

- Staff members start shifts at MECC, They distribute breakfast totes to designated rooms (Breakfast totes will already be there from the food service driver dropping off day prior). While breakfast is being served, they can prepare items for the salad bar and condiment Station.
- When breakfast is done, they will pick up all breakfast totes, putting back unused stock, finishing off paperwork/ checking for accuracy and entering meals into POS (meal magic). Tuesday - Friday, staff member will leave for shift around 9, arriving back about 30 minutes prior to lunch service (10:30 ish)
- About 30 minutes before lunch, a staff member arrives back at MECC. They will start setting up for lunch - Filling salad bars and milk coolers. Getting ready for clean up by setting up 3 compartment sinks and grabbing sanitizer buckets.
- Upon meal service time, they are serving lunches to all programs - making up trays, replenishing salad & condiment bars, while a parapro/ teacher is running the POS (meal magic).
- After lunch service times, staff member is breaking down bars, preparing leftover food and serving dishes to get sent back to main kitchens, doing dishes (All MECC - Kindergarten and GSRP/Daycare) and completing necessary paperwork like production records and deposit slips.
- At least weekly, they will head to MES with necessary paperwork (Production Records, Order Guides, etc.) providing it to the head cook for an edit check upon and filing purposes.
- The staff member is responsible for putting stock away sent to their satellite location, completing order forms for food and

supplies for head cook by Tuesday, and completing order forms for milk for head cook on Tuesdays and Fridays and maintaining an organized and clean kitchen.

- Responsible for completing a rotating cleaning list.
- Any other duties assigned by the nutrition director.

PAY / BENEFITS: Per Contract Agreement: Starting rate \$15.50/hr, six paid holidays, paid snow days (as used), nine sick leave days and two personal days. State of Michigan retirement plan.

EXPIRATION DATE: Until Filled

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

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