



Notice of Job Posting

July 16th, 2025

Please be advised that the following position is available for the 2025/2026 school year.

Part-Time Cook & Part-Time Server

Hours: 6.5 hours/day

Approximate shift – Cook 6:45am-8:45am, Server 8:45am-1:15pm

Work week to be determined by Food Service Director or Superintendent

Work Location: Hanover-Horton Middle School

Start Date: August 5th, 2025

Qualifications:

- Minimum high school diploma or equivalent
- Desktop application skills are required with the ability to type a minimum of 25-30 words a minute
- Demonstrate the use of, and maintenance of, equipment used in the kitchen and serving area (slicer, mixer, knife skills, oven, tilt skillet, etc.)
- Must be physically able to lift 50 pounds and maintain a heavy workload daily
- Exhibit a positive personality and the ability to communicate with students, staff, parents, admin. and visitors
- Successful completion of at least one of the following: Basics of Food Safety, Sanitation & Safety and/or ServSafe Food Protection Manager Certification
- Ability to serve or process student transactions at a rate of 7-8+ meals/minute
- Valid driver's license and good driving record

Duties & Responsibilities:

- Supervise student lunch periods
- Prepare/serve menu items, adhere to recipe standards
- Interact with students/staff/administration/parents
- Adhere to state standards and regulations
- Cashier and break down money daily
- Clean facility
- Interact with students/staff/administration & parents
- Perform other duties as assigned by the supervisor
- Maintain confidentiality
- Follows school policies and procedures
- Demonstrated aptitude for work to be performed
- Ability to maintain discipline within the guidelines of the district rubrics and policies
- Ability to maintain a safe, secure environment
- Ability to fill in for staff members who are vacant
- Prepare daily/weekly reports
- Prepare a weekly order
- Perform other duties as assigned by the supervisor

Physical Requirements:

Generally the job requires 5% sitting, 50% walking, and 45% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness. Demonstrate the ability to lift 50 pounds.

Rate of Pay:	Probation	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Cook	\$13.42	\$13.96	\$14.56	\$15.26	\$16.01	\$16.86	\$17.71

As per the HHESPA Bargaining Agreement

Rate of Pay:	Probation	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Server	\$12.79	\$13.33	\$13.93	\$14.63	\$15.38	\$16.23	\$17.08

As per the HHESPA Bargaining Agreement

Anyone interested in the above position should send a letter of application, resume, and letters of reference to: Alan Breneman, Hanover Horton Schools, 10000 Moscow Rd, Horton, MI 49246 or email Hanover.FoodService@hanoverhorton.org.

Application deadline: July, 23rd 2025 by 3pm or until position is filled

Hanover Horton Schools does not discriminate in any of its educational programs and services, activities, or employment practices, on the basis of race, color, religion, national origin or ancestry, age, sex, height, weight, marital status, sexual preference, disability, or English speaking ability. Direct inquiries to the Superintendent of Hanover Horton Schools, 10000 Moscow Rd, Horton, MI 49246.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Program Discrimination Complaint Form](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.