



Hanover-Horton School District

10000 Moscow Rd. Horton, MI 49246

(517) 563-0100

Mrs. Denise M. Bergstrom - Superintendent

www.hanoverhorton.org



Notice of Job Posting

February 2nd, 2026

Part-Time Food Service Secretary

Hours: 28.75 hours/week; School-Year Staff Days only, per District Common Calendar

Approximate shift: Monday-Friday 7:30am - 1:15pm

Work week to be determined by Food Service Director or Superintendent. Occasional work outside of approximate shift may be required for additional support in cafeterias/kitchens and/or school or community events.

Work Location: Multi-District (working hours are split between Concord Community Schools & Hanover-Horton School District)

Start Date: 1/9/2026

Qualifications:

- Associate's degree in secretarial science or related degree and/or two to three years secretarial experience related to Food Service.
- Thorough knowledge of standard office practices and procedures, equipment and secretarial techniques.
- Thorough knowledge of business language, spelling, and mathematics.
- Ability to establish and maintain effective working relationships with others.
- A working knowledge of Google Workspace-Gmail, Docs, Sheets, Drive, etc., Microsoft Office and Canva; highly proficient in Sheets preferred. Tech savvy and open to learning new systems/software.
- Understanding of School Food Service operations and regulations.
- Experience with various forms of communication, including websites, newsletters, articles, emails, texts, call outs, social media, etc.
- Ability to work autonomously off a checklist of assigned duties.
- Strong organizational skills.
- Ability to multitask.

Duties & Responsibilities:

- **Daily**
 - Verify that "QuickESign" menu boards are operational
 - Review the Meal Magic (MM) "Important Notices" to approve family portal requests, Free/Reduced (FER) applications, and Education Benefit Form (EBF) or Household Income Application submissions.
 - Record and verify all daily deposits & "Z Reports"
 - Review "MM POS Daily Sales Activity" to ensure sales look appropriate and react to discrepancies immediately.
 - Check Meal Magic customer balances and address any issues.
 - Approve and process customer import/export name changes.
 - Serve as the primary receptionist, maintaining a pleasant attitude while handling telephone calls, mail distribution, and addressing diverse questions or requests tactfully.
 - Support on alerting the team of open shifts and assist in cafeterias/kitchens as needed.
- **Weekly**
 - Email Gordon Food Service (GFS) to request credits.

- Process and code accounts payable invoices for both district's business offices and manage accounts receivable invoices, as needed.
- Verify production records have been received from all shifts and send email notification if missing.
- Ensure weekly updates on Surface Pro tablets to ensure system time and software are synchronized.
- **Monthly & Periodic**
 - Assemble and publish monthly menus for five cafeterias in compliance with USDA patterns.
 - Conduct and file compliance reviews per Michigan Department of Education (MDE) regulations.
 - Complete CACFP Monitoring forms tri-annual.
 - Maintain a log of team completed training for department records and distribute status updates as needed.
 - Audit register, vending, and safe bag starting cash bi-annually.
 - Check and order first aid supplies bi-annually.
 - Keep office and bulletin boards up-to-date and attractive.
 - Order office supplies & uniforms for all team members, as needed.
 - Provide logistical support for team meetings and events.
 - Help prepare for back-to-school (Meal Magic & MenuLogic maintenance; draft parent/community communications, etc.).
- **General Administrative Standards**
 - Maintain strict respect for confidential information at all times.
 - Maintain a file of all recurring forms and ensure all reports are submitted before published deadlines.
 - Work with children and adults in a fair, friendly, and cooperative manner.
 - Perform other duties as assigned by the Food Service Director.

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:	<1 Year	1+ Years	3+ Years	5+ Years	7+ Years	9+ Years
Secretary	\$18.75/hour	\$19.00/hour	\$19.25/hour	\$19.50/hour	\$19.75/hour	\$20.00/hour

As per the CESPAs Collective Bargaining Agreement

Anyone interested in the above position should send a letter of application, resume, and letters of reference to: Food Service Director - Cierra Warner, Concord Community Schools, PO Box 338, Concord, MI 49237. Documents may also be emailed to cierra.warner@concordschools.net.

Application deadline: February 5th, 2026 by 3pm or until position is filled

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