Hanover Horton School District

10,000 Moscow Rd
Horton, MI 49246

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www.hanoverhorton.org

Notice of Job Posting
November 24th, 2026

Please be advised that the following position is available for the 2026/2027 school year.

Part-Time Food Service Substitute [EduStaff]
This position has a FLEXIBLE schedule. The Sub or Float will be required to adjust their schedule based on department needs when there is a call-in. Call-ins can occur between the hours of 6:15am-2:30pm.

Substitute:
- Hours per week: Varies
- Approximate shift: As Needed (On Call)
- This position does not have a regular schedule & works to cover call-ins ONLY when the Substitute is available to work.

Work Location: Elementary, Middle/High School

Start Date: As soon as possible

Details:

- **Flexible hours**
- **No nights, weekends or holidays!**
- **Fun working environment**
- Support your local community
- "Stay active close to home" - a perfect part-time opportunity for retirees, stay-at-home parents & other friendly neighbors!

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 within 60 days of hire
- 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: $13.73 per hour

How to Apply: Anyone interested in the above position should contact Cierra Warner at Hanover.FoodService@hanoverhorton.org or (517)990-3603.

Application deadline: 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.

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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.