

**JOB TITLE:**

Part-Time Kitchen Aide

**COMPENSATION:**

\$15.51 hourly.

**POSTING DATE:**

09/18/2024

**POSITION SUMMARY:**

Responsible for scanning & entering student lunch cards, entering names into the computer, helping with lunch transfer to 6-12 building, assisting with cafeteria and lunch room clean-up after lunch service, and assisting other kitchen staff members if needed.

**DESIRED MINIMUM QUALIFICATIONS:**

No experience required; high school diploma or equivalent, or any combination of training and experience likely to provide the desired knowledge and abilities.

**REPORTING RELATIONSHIP:**

Reports to the Food Service Manager.

**TERMS OF EMPLOYMENT:**

1. Part-time, school-year position, approximately 12-15 hours per week, 10:30 am - approximately 1:30 pm, Monday thru Thursday.
2. Vacation and Sick Leave are earned pursuant to Montana Law.

**CLOSING DATE:**

Open Until Filled

**EQUAL EMPLOYMENT OPPORTUNITY:**

Manhattan School District #3 is an equal opportunity employer and does not discriminate in regards to race, color, religion, nationality, sex, age, marital status, or disability.

**APPLICATION PROCEDURE:**

Complete a classified application which is available on the school website, [www.rollontigers.org](http://www.rollontigers.org) or in the Manhattan School Business Office. Email all application materials to [info@mhstigers.org](mailto:info@mhstigers.org) or drop off at the Manhattan School District Office. Upon recommendation for hire, candidates will be provided a packet of payroll forms to include a fingerprint background check.