MANHATTAN PUBLIC SCHOOLS VACANCY ANNOUNCEMENT

JOB TITLE:
Part-Time Kitchen Aide - Cafeteria Assistant

COMPENSATION:
2025-26: $16.75 hourly; 2026-27: TBD

POSTING DATE:
4/20/2026

POSITION SUMMARY:
Responsible for maintaining cleanliness of the cafeteria and assisting students during lunch as well as assisting with other kitchen staff as 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 Kitchen Manager/Head Cook

TERMS OF EMPLOYMENT:
1. Part-time, school-year position, approximately 12-14 hours per week, 10:30 am - 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/employment or in the Manhattan School District Office. Please return your application to the Manhattan District Office, or you may email or mail your documents. Please address all documents to Johanna Marx, Kitchen Manager. Upon recommendation for hire, candidates will be provided a packet of payroll forms to include a fingerprint background check.

CONTACT INFORMATION:
Email all application materials to info@mhstigers.org or mail to Manhattan School District Office, Attn: Johanna Marx, PO Box 425, Manhattan, MT 59741.