



Gull Lake Community Schools
Richland, Michigan
JOB POSTING

Support Staff - Food Service Kitchen Manager – Kellogg

July 22, 2026

Job Summary:

Under the direction of the Food Service Supervisor, the Kellogg Elementary Food Service Manager oversees the preparation, cooking, serving of food and beverage items for the purpose of meeting the projected meal quantities and mandated nutritional and health standards and ensuring appealing presentation.

Qualifications:

Required:

- A. High School Diploma or equivalent
- B. Experience operating a cash register
- C. Ability to lift 50 pounds
- D. Ability to twist, bend, stand in one place for more than twenty minutes
- E. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and ability to compute recipe conversions, purchases vs. served and pan yields.
- F. ServSafe certified or able to be certified within 60 days of hire
- G. Satisfactory school or previous employment/attendance records
- H. A demonstrated ability to communicate effectively—orally and in writing
- I. Ability to work as a team member and also independently

Desirable Characteristics:

- A. Working knowledge of food handling, preparation, standard kitchen equipment, food safety and sanitation
- B. Microsoft & Google Office application experience preferred
- C. Experience working with school age children preferred
- D. Friendly and flexible, willing to work with the demands of a high school cafeteria/kitchen schedule
- E. Evidence of ability to learn procedures and operations
- F. Demonstrated successful communication skills with students, staff, administrators, parents, and community members

Duties:

- A. Lead a team of up to seven staff members
- B. Work with other buildings as the central hub of district
- C. Complete pre service meetings with the team.
- D. Oversee breakfast service.
- E. Assist team in lunch production
- F. Review production records for accuracy and completeness
- G. Lead and direct team in cleaning and restocking the kitchen daily.
- H. Help put deliveries away
- I. Input food orders and take monthly inventory
- J. Ability to read and interpret written and verbal instructions, safety rules, operating and maintenance instructions, and procedures manuals.
- K. Perform other duties as assigned by supervisor

STATEMENT OF NON-DISCRIMINATION

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CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Application Deadline: Open Until Filled

Start Date: ASAP, Monday-Friday, 7:30a-1:30p

Salary: \$16.92 per hour, Step 1

Apply To: Candidates who are qualified and wish to be considered for this position must submit a Red Rover online application at www.gulllakecs.org that includes a letter and resume.

Questions: Contact - Deanne Austin, Assistant Human Resources, 269-548-3417, daustin@gulllakecs.org