Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Food Service Cashier/Cook - Substitute

July 16, 2026

Job Summary:

Under the direction of the Food Service Supervisor, the Food Service Cook/Cashier will daily prepare food for students and operate the POS system.

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
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 independently

Desirable Characteristics:

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

Duties:

A. Prepare food and operate cashier for students
B. Enforce cafeteria rules
C. Wash dishes and clean tables
D. Stock inventory from deliveries
E. Complete production record
F. Ability to read and interpret written and verbal instructions, safety rules, operating and maintenance instructions, and procedures manuals.
G. 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: 2026-2027 School Year
Salary: $16.34 per hour,
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: Deanne Austin, Ph: 269/548-3417, email: daustin@gulllakecs.org