



**Harbor Springs  
Public Schools**

Excellence in Character  
Excellence in Education

**Internal/External Posting**

**Notice of Vacancy**

**COOK'S HELPER**

**(15-20 HOURS PER WEEK)**

<b>LOCATION</b>	Varies each day (Blackbird, Middle School, High School)
<b>HOURS</b>	Monday—Friday (School Days only) Flexible hours between 9:30am-1:30pm 3-4 hours per day
<b>STARTING DATE</b>	As soon as possible
<b>RATE OF PAY</b>	As established by Master Support Contract. Starting at \$14.87 per hour; after 60 working days \$15.42 per hour
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Food preparation experience preferred but not required</li><li>• Excellent health</li><li>• Ability to form a good rapport with students and staff</li></ul>
<b>DUTIES/ RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>• Regular and reliable in person attendance</li><li>• Perform light preparation of food</li><li>• Serve students in a friendly, efficient manner</li><li>• Clean work area, equipment and utensils</li><li>• Other duties as assigned</li><li>• Training available</li></ul>
<b>CONTACT</b>	Send relevant information to: Cathy Clarke, Food Service Director Harbor Springs Public Schools 800 State Road Harbor Springs, Michigan 49740 Telephone (231) 526-4736 Email: caclarke@harborps.org
<b>APPLICATION DEADLINE</b>	November 17, 2023 or until filled

Applications are available online at [www.harborps.org/District/Jobs Available/Support Staff Application Form](http://www.harborps.org/District/Jobs Available/Support Staff Application Form) or may be picked up at the Superintendent's Office, Monday through Friday from 8:00 am to 4:30 pm

**Posting Date—November 3, 2023**

800 State Road, Harbor Springs, MI 49740 | Tel. 231.526.4545 | Fax 231.526.4544 | [www.harborps.org](http://www.harborps.org)