

Hancock Public Schools



SUPERINTENDENT Chris Salani

MS/HS PRINCIPAL Mollie Trewartha

BARKELL ELEMENTARY PRINCIPAL Karen Eddy

NOTICE OF VACANCY

Hancock Middle/High School is seeking interested applicants to fill a Kitchen Helper position. Previous kitchen experience is a bonus. We will happily work with the right candidate to obtain the necessary skills to accent our experienced Food Service Team.

Title of Position: Kitchen Helper Monday-Friday approximately (approximately 15-20 hours per week M-F)

Qualifications: Prepare, cook and serving of breakfast/lunch on a daily basis is the focus of this position. Experience with cooking is preferred. Meet and service the needs of clientele in a timely fashion and in a pleasant and appropriate manner. Apply a positive team approach to the daily operation of the kitchen including organizational and clean workspace habits. Be able to lift up to 50#'s. Be able to obtain certification as required by the Michigan Department Education and the USDA. Required to follow the USDA food service regulations and keep accurate and timely record keeping of such. Daily computer use required.

Posting Date: November 18, 2025

Starting Date: Immediately

Application Deadline: Until the position is filled

Apply to: Submit letter of interest and resume via email to:
Marcy Messner, Kitchen Manager
1201 N Elevation Street
Hancock, MI 49930
mmessner@hancock.k12.mi.us