



Mason Consolidated Schools

2400 Mason Eagles Drive Erie, MI 48133

Andrew Shaw, Superintendent

PHONE: 734.848.9304 FAX: 734.848.3975

www.eriemason.k12.mi.us

INTERNAL/EXTERNAL POSTING

Posting Date:	March 20, 2018
Position:	Stock/Delivery/Assistant Cashier (1 position available)
Location:	Mason Consolidated Schools
Reports to:	Food Service Director
Wages:	Contractual/Mason Support Personnel Contract-Hourly
Work Hours/Days:	School Year – 5.25 hours paid per day
Deadline to Apply:	March 27, 2018, 4:00 p.m.
Start Date:	Immediately after hired
Responsibilities:	Assists in unloading trucks and deliveries Rotates all stock using the FIFO method Delivers food and call in lunches to outlying buildings daily Operates cash register for lunch period Follows HACCP procedures Assists with inventory All other duties as assigned
Qualifications:	Education: High School Graduate or GED Experience: Demonstrated ability to follow written and oral instructions. Employments tests will be administered as part of the hiring process Ability to develop positive working relationships with students and staff Ability to lift at least 60 lbs.
Criminal History:	All Employees of the Mason Consolidated School District are fingerprinted for a Michigan and FBI criminal history check. The processing fee is the responsibility of the employee.
Method of Application:	Letter indicating interest in the position, proof of credentials District application (available at www.eriemason.k12.mi.us), resume
Send information to:	Beth Sherman, HR Specialist Mason Consolidated Schools 2400 Mason Eagles Drive Erie, MI 48133 sherman@eriemason.k12.mi.us

It is the policy of the Mason Consolidated School District that no discriminatory practices based on gender, race, religion, color, age, national origin, disability, height, weight or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Superintendent of Schools at the Mason Consolidated School District, 2400 Mason Eagles Drive, Erie, MI 48133 or call (734) 848-9304. APPROVED AUGUST 18, 2003