



Administration Office
360 S. Mill St., P.O. Box 820, Newaygo, MI 49337
(231) 652-6984 www.newaygo.net

VACANCY NOTICE

Date Posted: November 29, 2023

Last Day to Receive Applications:

INTERNAL CANDIDATES: December 5, 2023

EXTERNAL CANDIDATES: Until Filled

This is a notice that a vacancy exists for the 2023-2024 school year to include:

1- Part-Time Cook
Newaygo Middle School
Hours: 9:15am – 1:30pm, Monday – Friday

This position’s primary responsibilities are to serve meals to students and staff while carrying out additional assigned tasks in a timely manner as assigned by the head cook or director.

Qualifications:

- Ability to follow oral and written directions.
- Knowledge of basic math and computer skills.
- Ability to prepare food in accordance of sanitation procedures.
- Ability to communicate effectively with coworkers, supervisors and administrators.
- Adhere to uniform and hygiene requirements.
- Demonstrate good problem-solving skills.
- Ability to work under pressure caused by strict deadlines and time constraints.

Physical Demands: ability to lift 60 lbs. daily; includes repetitive movement

For a complete job description, please contact Mrs. Mary Anne Charette, Food Service Director at mcharette@newaygo.net.

To Apply:

Applications can be picked up at the

NPS Administration Office at 360 South Mill St. Newaygo, MI 49337 OR Printed off of the district website at www.newaygo.net/district/jobs/

Current employees need only sign the posting and turn it in to Mrs. Charette.

**Please refer to the Bidding Procedures in Article 6 (page 11) of the Support Staff Union Contract.*

Date
Ben Gilpin, Superintendent

Current Employee’s Signature

Newaygo Public Schools

Newaygo Public Schools does not discriminate on the basis of race, sex, age, color, national origin, religion, disability, or any other protected characteristics in its education programs, activities, admissions, or employment policies, as required in Title IX of the 1972 Education Amendments, Executive Order 11246, as amended, Section 799A and 845 of the Public Health Act, Title VII of the Civil Rights Act of 1964, and the Equal Pay Act.