



North Muskegon Public Schools

Position Posting

October 26, 2026

Cafeteria Meal Service Supervisor

Department: Food Service

Reports to: Food Service Director or designee, in coordination with building administration

Schedule: 3 hours per day, 10:15 a.m. to 1:15 p.m., with some flexibility

Primary Function

Supervise and support cafeteria staff assigned to the school lunch program, helping students receive and eat their meals in a positive, welcoming, safe, and orderly environment. Provide leadership and direction to staff, encourage respectful interactions, and coordinate dining routines that support efficient meal service, student participation, and enjoyment of school meals. Work closely with food service personnel and building administration to address concerns and maintain a positive cafeteria culture.

Duties and Responsibilities

- Supervise staff assigned to meal service and student dining assistance. Coordinate daily responsibilities and coverage, and provide clear direction and professional, supportive feedback.
- Model positive customer service and build respectful relationships with students and staff to create a welcoming cafeteria.
- Coordinate meal service lines, seating, and dining routines so students can obtain their meals efficiently and have time to eat.
- Assist students with trays, food packages, meal choices, and other needs related to receiving and eating their meals, following district procedures.
- Reinforce established lunchroom expectations for safe and respectful behavior. Respond calmly to concerns and conflicts affecting meal service, and refer significant or ongoing disciplinary matters to building administration.
- Monitor meal service and dining activities for safety. Promptly communicate concerns involving students, staff, food safety, or cafeteria operations to the appropriate personnel.
- Work cooperatively with kitchen staff, teachers, administrators, and other school staff to address service delays, food shortages, student meal needs, and other concerns affecting lunch service.
- Coordinate assigned dining area setup, supplies, spill response, and meal-related cleanup according to district food safety and sanitation procedures.
- Encourage students to try menu items, including fruits and vegetables, and share student feedback about school meals with the Food Service Director.
- Follow district policies and procedures for student supervision, safety, confidentiality, and school meal service.
- Maintain required records of hours worked and assigned activities, and complete training appropriate to the position.

Qualifications and Skills

- High school diploma or equivalent.

- Ability to supervise, lead, and support staff and provide feedback in a professional and constructive manner.
- Ability to build positive relationships and communicate clearly and respectfully with students, staff, and administration.
- Ability to promote a welcoming, respectful, and orderly cafeteria and manage student concerns calmly and professionally.
- Good organizational and problem-solving skills, with sound judgment about when to seek additional assistance.
- Ability to work cooperatively, follow district policies and procedures, and maintain confidentiality.
- Good attendance and reliability.
- Previous experience working with children, supervising staff, or in a school cafeteria setting preferred.
- Food service experience and familiarity with food safety practices preferred.
- Willingness to complete required training in meal service procedures, food safety, student assistance, and other assigned responsibilities.

Assignment and Documentation

The Food Service Director or designee will direct and verify duties supporting the school meal program. Any additional district assignments will be identified separately, with related payroll costs allocated to the appropriate funding source based on documented work performed.

Hourly Pay:

\$19.00 per hour – 3 hours per day from 10:15-1:15 with some flexibility.

To Apply:

Please send an interest letter and resume by November 5, 2027 to:

Ashley Westerlund
North Muskegon Public Schools
1600 Mills Avenue
North Muskegon, MI 49445

Email: awesterlund@nmps.net

Non-Discrimination Policy

It is the policy of North Muskegon Public Schools that no person shall, on the basis of race, color, national origin, sex, or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination during any program or activity or in employment.