



**HHLWW Public Schools**  
Employment Recommendation Form

Date: 10/1/25

Name of Applicant: KarrieJo Schmidt

Recommended By: Michelle Johnson

Title of Position: Satellite Cook

Location: St James

Position Supervised By: Michelle Johnson

Pay Rate (hourly employees): \$19.10/hour (2025-2026 SY)

Position Term Description (part time, full time, year-round, school year, etc)

Part time (5.75 hours/day) student contact days

Is applicant replacing someone or is this a new hire?

Replacing Diane Odenbrett

Top Priorities for the Position:

- 1. Set up and serve breakfast**
- 2. Set up and serve lunch**
- 3. Follow rules for food safety**
- 4. Clean up after breakfast and lunch (dishes, wiping down kitchen)**
- 5. Communicate with HS staff as to what is needed from HS for meals, order milk and order bread weekly**

Number of Applicants: 1

Number of Candidates Interviewed: 0 (KarrieJo was subbing in this position when it became available)

Interview Team: Michelle Johnson

Educational Background of Candidate:

Employment Background of Candidate:

Administrative Recommendation (include qualities that applicant brings to the position):

Previous Tenure (teaching positions ONLY) Yes \_\_\_\_\_ No \_\_\_\_\_

Supervisor Signature Michelle Johnson Date 9.30.25