

Lake Central School Corporation

8260 Wicker Avenue
St. John, Indiana 46373
365-8507

**SUPPORT SERVICE STAFF
NOTICE OF VACANCY**

Cafeteria Assistant Watson Elementary

Workday: 5.50 hours daily

Work year: Per Handbook

Salary: \$10.52/per hour

Qualifications:

- High School Diploma or equivalent; must be fluent in English
- Required to attend courses to obtain sanitation certificate
- Ability to work as a team member, must be a self starter, interact professionally with students and all staff. Must have excellent customer service skills
- Ability to perform multitasks in a limited time period
- Able to understand serving requirements for Federal Meal Programs, cashier accurately
- Ability to understand rules, regulations, and policies and apply them to work tasks
- Required to attend courses to obtain sanitation training and possible certification
- Must be available 5 days before the school year begins, and 5 days after the school year ends
- Must be able to lift and carry 50 lbs to next room, repeatedly
- May be exposed to loud noise, strong chemicals. Must be able to bend, twist, reach; job often involves repetitive hand use. Individual may be exposed to hot, cold or freezing temperatures.
- Prior cooking experience

Responsibilities:

- Product stocking, food preparation, meal service, POS operation and cleanup/dishes.
- Assist with various tasks throughout the workday, may train as Product Specialist/Assistant and Manager
- Communicate problems or concerns with service issues to the Manager
- Must interact professionally with both students and staff
- Participate in continuous quality improvement activities
- May be asked to drive between worksites, or change work locations, if needed
- May occasionally be asked to start at 6:30 am. Must be available 5 days prior and 5 days after the school year.
- Responsible to the Bibich Cafeteria Manager and Food Service Director.
- Perform any other duties as assigned.
- Must also be available for special events the Food Service Department is in involved in.
- In the absence of the Manager, make necessary management decisions to assure smooth operation of kitchens. Must be trained in us POS system.
- Cashier, assist Manager in meal preparation, receiving, service and end of day activities
- May cover for Manager when she is absent.
- Perform any other duties as assigned.
- Must also be available for special events the Food Service Department is in involved in.

**APPLY TO: Gladys Rediger, Food Service Director
Lake Central Food Service
Grimmer Middle School
225 West 77th Avenue
Scherville, Indiana 46375 (219) 865-4416**

Opening Date: May 6, 2014

Closing Date: Until filled

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