

Lake Central School Corporation

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

**SUPPORT SERVICE STAFF
NOTICE OF VACANCY**

Food Service Substitute.....Elementary, Middle School and High School

Workday: Work as needed to replace regular employees who are unavailable on a given day. Scheduled hours vary based on the coverage needed.

Workyear: Per Handbook

Salary: \$8.50/per hour

Qualifications:

- High School Diploma or equivalent
- Ability to work as a team member, must be a self starter, interact professionally with students and all staff. Must be driven in customer service and food quality
- Ability to perform multitasks in a limited time period
- Able to understand serving requirements for Federal Meal Programs.
- Ability to understand rules, regulations, and policies and apply them to work tasks
- 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 40-50 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.

Responsibilities:

- Product stocking, food preparation and meal service.
- Maintain a sanitary kitchen and dining room using proper cleaning procedures. Including mopping.
- Assist with various tasks throughout the workday.
- Communicate problems or concerns with service issues to the Manager.
- Participate in continuous quality improvement activities and in-services.
- May be asked to drive between worksites, or change work locations, if needed.
- May occasionally be asked to start at 6:30 am
- Will be required to be competent and accurate with computer operation; good math skills are important
- Will be required to attend Sanitation classes.
- Removal of trash from dining room and kitchen.
- The exact tasks a substitute will perform will vary with the responsibilities of the person for whom they are substituting for.
- Substitutes may be asked to work in the kitchen of any school within Lake Central School Corporation.

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

"The USDA and State of Indiana are An Equal Opportunity Providers and Employers"

Posting Date: 12/11/2012