

## LAKE CENTRAL SCHOOL CORPORATION

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

### SUBSTITUTE FOOD SERVICE 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: \$10.00/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 a.m.
- 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 tasks a substitute will perform may 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 the Lake Central School Corporation

Apply online at [www.lcsc.us](http://www.lcsc.us) go to: Administration>Human Resources>Online Employment Application.  
Select Food Services>Position 688 Sub Food Service

#### **Inquiries may be directed:**

DeAnn Alleva, Food Service Director  
Grimmer Middle School 225 W 77<sup>th</sup> Avenue  
Scherville, IN 46375 (219)865-4416

**“The USDA and State of Indiana are An Equal Opportunity Providers and Employers”**

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