

Lake Central School Corporation

8260 Wicker Avenue
St. John, Indiana 46373
365-8507
SUPPORT SERVICE STAFF
Posting - Vacancy

Operational Assistant/Driver Food Service.....Grimmer Middle School

Workday: 7.0 hours per day

Salary: Per Handbook

Qualifications:

- High School Diploma or Equivalent; Valid Driver's License in good standing.
- Position may start as early as 6:30 am and could finish as late as 2:00. May be asked to stay later occasionally. May need to carry 30-40 pounds repeatedly. Individual will be exposed to loud noise, heat, cold, and cleaning chemicals.
- Ability to follow policies, rules and regulations.
- Must maintain the highest quality customer service and excellence for all customers. Be a good communicator with staff and supervisor.
- Be of outstanding character and possess a sense of urgency.

Responsibilities:

- Maintain integrity and accountability of the School Nutrition Program through compliance with all federal, state and local regulations. Follow Food Service Professional Standards.
- Assist the Operational Manager with delivery of all goods to corporate locations and maintain logs.
- Stock items from GFS or other vendors when assigned.
- Required to drive the corporation van to deliver daily mail and product for Food Service. May include emergency runs.
- May need to assist Operational Manager with special projects and tasks.
- May need to work at different locations based on needs of the Department which includes serving, cashiering, and sanitation.
- Provide high professional customer standards. Cleaning Duties as assigned and following proper cleaning procedures.
- Competent with computer operation, Point of Sale, and have strong math skills.
- Will be required to attend sanitation courses and in-services as requested
- May work in tray room at end of day when requested.
- Help with inventory when assigned.

Posting June 2021

Closing Date: Until Filled

APPLY TO:

**DeAnn Alleva, Director of Food Service
Grimmer Middle School
225 West 77th Avenue
Scherverville, Indiana 46375 (219) 865-4416**

This institution is an equal opportunity provider.