

# NOTICE OF POSITION VACANCY

**POSITION** Cafeteria Supervisor

**SCHOOL** Elwood Jr/Sr High Cafeteria

**LENGTH OF CONTRACT** 29.75 hours weekly, during regular school Calendar

**BENEFITS:**

- \*Three paid holidays
- \*Sick and family illness leave
- \*Bereavement leave, personal leave and business leave

**SALARY:** \$14.00 hour

**QUALIFICATIONS:** Must have supervisor and computer experience. Must have experience handling money. Need to be able to multitask and have good organizational skills. Must be able to lift 30 pounds unassisted. Must be able to work with adults and students.

**DUTIES:** Supervising cafeteria staff, menu planning, balancing registers, ordering, running register, processing lunch apps, k time, assist in the kitchen as needed and assist the Food Service Director as needed.

## APPLICATION PROCEDURES

Applications, letters of interest, or written transfer requests will be received at the office of the Superintendent until 3:30 p.m. on Friday November 10, 2017.

Interviews will be scheduled until the position is filled.

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