



Job Posting for Anticipated or Current Vacancy 2021-2022 Fiscal Year

POSTING DATE: September 15, 2021 **POSTING EXPIRES:** Later of September 24, 2021 or date filled

JOB TITLE: Food Services Assistant I

LOCATION: General McLane High School

SCHEDULE: Permanent, Part-Time, 180 days, 5.0 hours/day

ANTICIPATED START DATE: September 20, 2021

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE REQUIREMENTS:

High school diploma or equivalent

PREFERRED EDUCATION, TRAINING AND/OR EXPERIENCE REQUIREMENTS:

Experience working in a school cafeteria

REQUIRED CERTIFICATIONS:

Must maintain updated state required clearances

Food Safety Certification 6-8 hours of CEU/year

SELECTION PROCESS:

- District personnel will review and score applications, resumes and reference letters (“application materials”) based on each applicant’s stated education, experience, knowledge, skills and abilities.
- The District will schedule interviews with candidates whose application materials score the highest.
- The District will conduct panel interviews and may ask candidates to perform additional exercises or tests during the selection process.

ADDITIONAL INFORMATION:

- Candidates should refer to the posted Job Description for essential job functions, required knowledge, skills & abilities, physical work demands and specific work demands.
- Circumstances related to the need to fill this position are subject to change and the District reserves the right to change requirements at any time.
- Veterans' Preference will be followed in circumstances where two or more finalists demonstrate similar job performance potential.
- The Board of School Directors must approve hiring for every district position and reserves the right to not fill a particular position.

APPLICATION REQUIREMENTS:

Any interested internal candidate should submit a letter to request a transfer into the position and is encouraged to submit updated application materials if he/she has been employed by the District for more than four years.

External candidates must submit a complete application, a General McLane Application Checklist, a cover letter & resume, three professional reference letters and all required clearances (see Note below) to:

Director of Business and Operations
General McLane School District
Dr. Therese T. Walter Education Center
11771 Edinboro Road
Edinboro, PA 16412

Note:

An external candidate need not submit all required clearances at the time of application but is encouraged to apply for clearances if/when selected for an interview. The successful candidate must submit all required clearances before he/she will be permitted to start work.