

POSTING

LAKOTA LOCAL SCHOOL DISTRICT Human Resources Office

TO: All Support Staff Members
FROM: Human Resources
DATE: April 2, 2025

INTERNAL APPLICANTS ONLY

The position in this posting is available for regularly contracted Lakota employees. However, any position not filled by an internal transfer is available to persons new to the district with an application online. Online applications are required for all positions in the Lakota School District.

The position in this posting requires the applicant to work 3 days per week, with a minimum of 4 hours per day.

Positions: We are now accepting applications for the position of:

Summer Lunch Program Manager
(Meals Served determines number of staff needed)

- Maintains a positive attitude and works as a cooperative team member
 - Maintain excellent public relations with parents, volunteers and students for all activities associated with food service at the sites.
 - Supervise delivery of supplies, purchased and commodity foods.
 - Supervise storage of food maintaining sanitation and security standards.
 - Supervise the preparation of food items listed on the menu in compliance with standard recipes or other procedures as designated.
 - Ordering food and supplies to ensure menu compliance.
 - Supervise the serving of food during designated meal periods, emphasizing food presentation, sanitation, efficiency of service, and portion control to meet all federal food service regulations.
 - Supervise cafeteria employees in maintaining safe and sanitary conditions in all areas of the kitchen.
 - Enter work and tech requests by computer for repair service on all kitchen equipment and facilities; or contact Child Nutrition supervisor for emergency service.
 - Accurately prepare daily reports, inventory reports, production reports, bi-weekly employee time sheets, and other reports as required by the Lakota Child Nutrition office.
 - Manager may work in any Child Nutrition position as needed for any length of time deemed necessary to provide continuous service.
 - Other duties as assigned by supervisor or designee
- **Qualifications unique to this position:**
- Work is performed in a cafeteria and/or van environment
 - Ability to lift up to 50 lbs.
 - Bending, Lifting, Twisting and repetitive motion required
 - Valid driver's license required, may be required to drive district van
 - ServSafe® Food Safety Program for Managers- Certification must not lapse

Employment Dates: May 27th – July 31st, 2025. Must be able to work Tuesday through Thursday. Up to 3 days may be taken off during the summer program. Once the 4th day is missed, employee may be moved to sub status. Administration may re-evaluate staffing needs as the program progresses throughout the summer.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Application Process: Current Lakota employees may apply through **3:00 P.M., April 8, 2025**. Administration will review all applicants who have completed an on-line application at www.lakotaonline.com. Current Lakota employees must create a user account and application in the Butler County Area Application Consortium to apply for these positions.

Application Deadline: **April 8, 2025**

Applicants that are offered positions shall be required to submit to an FBI/BCII criminal background check. Failure to satisfactorily pass the criminal background check based on the discretion of the Board of Education will preclude an individual from employment with the district.