

# POSTING

## LAKOTA LOCAL SCHOOL DISTRICT Human Resources Office

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

### INTERNAL APPLICANTS ONLY

The positions in this posting are 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 3 ½ hours per day.

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

#### **Summer Lunch Program Van ServSafe Certified Staff** (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 each van stop/site.
- Supervise handling of supplies, purchased and commodity foods.
- Supervise storage of food, maintaining sanitation and security standards.
- Supervise the serving of food items listed on the menu in compliance with standard recipes or other procedures as designated.
- Supervise the serving of food during designated meal periods at each stop, emphasizing food presentation, sanitation, efficiency of service, and portion control to meet all federal food service regulations.
- Supervise Summer Lunch Program Non-ServSafe Certified Staff member in maintaining safe and sanitary conditions in all areas of the van.
- 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, production reports, and other reports as required by the Lakota Child Nutrition office.
- 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 van environment
- Ability to lift up to 50 lbs.
- Bending, Lifting, Twisting and repetitive motion required
- Valid driver's license required, required to drive district van
- ServSafe® **Food Safety Program for Managers**- Certification must not lapse

**Employment Dates:** May 27<sup>th</sup> – July 31<sup>st</sup>, 2025. Must be able to work Tuesday through Thursday. Up to 3 days can be taken off during the summer program. Once the 4<sup>th</sup> day is missed, employee may be moved to sub status. Administration may reevaluate 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](http://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.