

PLEASE POST

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PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

900 Gerry Street

Gary, IN 46406

M. Jones-Henderson, Executive Director
Human Resources Department

Dr. Paige McNulty, Emergency Manager

POSITION: Lunch Aide

SALARY: To Be Determined

REPORTS TO: Director of Food Services/Building Principal

PURPOSE STATEMENT

Responsible for student supervision during meal services and potential maintenance and cleanliness of cafeterias in the schools.

ESSENTIAL FUNCTIONS

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Reports safety hazards to the school administration.
- Directs students to their classes at the close of meal periods.
- Periodically supervise students on the playground during recess.
- Supervise students in the cafeteria during meal periods.
- Maintains a positive helpful attitude toward the public, students, teachers and other employees.
- Maintains student order during meal services.
- Assist with cleaning tables and floors during meal periods.
- Maintains regular attendance and punctuality.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment as assigned by the appropriate administrator or designee.

Work is performed under the general supervision of the principal with consultation from the Food Services Department.

SUPERVISORY RESPONSIBILITIES

Students.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill

and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Planning, organizing and supervising activities for students as directed.

Skill in:

- Organization
- Time Management
- Student Supervision

Ability to:

- Effectively communicate in spoken English
- Work with established procedures.
- Enforce established rules and regulations.
- Multitask
- Demonstrate flexibility in accepting assigned tasks and completing daily tasks.
- Deter unsafe student practices at all times.
- Respond to emergency situations for the purpose of resolving student safety concerns and reporting those concerns to building administrators.
- Follow all food health and safety standards.

EDUCATION AND EXPERIENCE

High school diploma or GED. Must be a self-starter who demonstrates initiative. Must be able to work cooperatively with others and have good communication skills.

CERTIFICATION

Demonstrate ability to obtain current ServSafe, Heimlich Maneuver and CPR.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Ability to:

- Raise voice to be heard.
- Run, squat, twist and turn, kneel, climb, reach and stretch.

Specific vision abilities required by this job include the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Loud noises
- Continuous movement
- Prolonged standing
- Environmental temperature changes
- Exposure to fumes emitted by cleaning chemicals
- Occasionally walk on slippery surfaces

The information contained in the job description is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

Hours: Hours dependent on individual school need.

Duration: 180 days per year. Days may be adjusted per the direct supervisor to assure adequate coverage to meet the demands of the school and job.

Required Testing

- Drug Test

Clearances

- Background Clearance

METHOD OF APPLICATION:

An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted to:

Gary Community School Corporation
Click on “Employment”
www.garycsc.k12.in.us
900 Gerry St
Gary, IN 46406

EQUAL OPPORTUNITY EMPLOYER

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