

VACANCY NOTICE

DATE: May 20, 2025

POSITION TITLE: Lead Food Service Helper

CURRENT ASSIGNMENT: Mexico Elementary School

CERTIFICATION: Civil Service - Labor Class

START DATE: September 2025

MINIMUM QUALIFICATIONS:

- Responsibility for coordinating and participating in the preparation, cooking and serving of food.
- Employee acts as lead worker in coordination of kitchen staff, on a moderately large scale, under the general supervision of the School Lunch Manager.
- Maintains records of food and supplies (e.g., taking inventory, ordering groceries)
- Knowledge of the proper methods of serving food and the care of kitchenware, small and large kitchen appliances.
- Ability to follow oral and written directions.
- Ability to maintain good personal relations with children and adults.

TERMS OF EMPLOYMENT:

- Full-time, probationary appointment
- 10-month position (working the school calendar)
- 7:30AM – 1:30PM (6 hours per day)
- *Hours may vary per supervisor's discretion to meet district needs*
- Salary and benefits per CSEA contract

APPLICATION DEADLINE: Friday, May 30th, 2025 by 5:00PM

All applicants must submit a RecruitFront online employment application (found on our website: www.mexicoesd.org), including contact information for three professional references.

Refer to posting #25-119 in all correspondence.

The Mexico Central School District complies with federal and state laws governing equal opportunity prohibiting discrimination on the basis of race, color, creed, ethnic background, religion, sex, age, marital status, physical handicap, and any other protected category under federal, state, or local laws. EOE/AA. This position will be filled in accordance with Civil Service Law.