

Forest Hills School District

Vacancies

May 2, 2022

Support Staff:

- **Food Service Secretary (5 hours/day during the school year) – Application deadline: May 16, 2022**

This secretary reports directly to the Food Service Director. The main goal of this position is to assist the food service director with the preparation of correspondence, reports, and bookkeeping necessary to maintain the efficient operation of food service programs in the district. Complete job description attached.

- **Permanent Full-time Custodial Position** – General cleaning of buildings and grounds. **Application deadline: May 16, 2022**

Submit a General Application Form (available at Forest Hills District Office or at www.fhrangers.org), along with resume, current Act 34, 151, 114 and 168 clearances.

In addition, applications are being accepted for substitute teachers and substitute cafeteria workers. Submit a Forest Hills Substitute Teacher Questionnaire or General Application form (available at www.fhrangers.org) with current Act 34, 151, 114, and 168 clearances.

All applications should be submitted to:

Dr. David Lehman, Superintendent
Forest Hills School District
PO Box 158
Sidman PA 15955

Secretary – Food Service (5 hours/day)

OVERVIEW: The main goal of this position is to assist the food service director with the preparation of correspondence, reports and bookkeeping necessary to maintain the efficient operation of food service programs in the district.

ORGANIZATIONAL RELATIONSHIPS:

This secretary reports directly to the Food Service Director and works cooperatively with the Business Manager.

JOB QUALIFICATIONS:

- 1 High school diploma minimum
- 2 All required state and federal clearances
- 3 Proficient in typing, office procedures, working knowledge of office machines, equipment, and bookkeeping skills
- 4 Strong computer and technology skills, competent in Microsoft Office applications
- 5 Successful completion of a secretarial/computer skills assessment
- 6 Ability to meet the public with a pleasant, composed and cordial manner
- 7 Ability to handle delegated administrative details, requests for information, and other matters brought to the Food Service Director's office
- 8 Ability to write clear and concise, grammatically correct memoranda, directives, or letters without close supervision
- 9 Possess outstanding organizational skills and is self-directed

PERFORMANCE RESPONSIBILITIES: *(other duties may be assigned)*

- 1 Is in regular attendance
- 2 Calculates and maintains daily records of student participation and income for the lunch and breakfast programs
- 3 Performs all bookkeeping for the cafeteria payroll, invoices, and payments
- 4 Assists food service director in processing free/reduced lunch applications.
- 5 Prepares monthly reports for school board meetings with input from food service director
- 6 Maintains inventory records for all food supplies, both purchased and surplus
- 7 Generates and sends letters to parents for student meal account balances
- 8 Demonstrates the ability to perform duties with awareness of all District requirements and Board of Education policies
- 9 Performs other specific duties assigned by the Food Service Director

Forest Hills School District

Vacancies May 4, 2022

1. Extra-curricular

Fall Equipment Manager - Application Deadline: Friday, May 18, 2022

Submit a General Application Form (available at Forest Hills District Office or at www.fhsd.k12.pa.us), along with current Act 34, 151, and 114 clearances to:

Dr. David Lehman, Superintendent
Forest Hills School District
PO Box 158
Sidman PA 15955