

ADAMS CENTRAL COMMUNITY SCHOOLS

222 West Washington Street, Monroe, IN 46772 • Phone: 260-692-6193

OFFICE OF THE SUPERINTENDENT

Mr. Joel Mahaffey



Dawn Cook
Corporation Treasurer

Arnita Heyerly
Director of Human Resources

Kelli Fuhrmann
Secretary to Superintendent

Notice of Vacancy

Date: July 12, 2023

Deadline to Apply: July 19, 2023 or until filled

Position: Food Service – 2 positions available

Starting Date: Upcoming School Year

Essential Functions of the Position: Ideal candidate must be able to stand for a long period of time; possess knowledge, willingness, and ability to implement proper food safety and safety procedures. Communication skills required for school environment. Duties included, but not limited to: washing tables, exchange trash containers when needed, and assist in end of day cleaning after the last lunch is served. Must be able to lift up to, but not limited to 40 lbs. Candidate in this position will work 5 days a week with hours to be approximately 3.25 hours a day, but could fluctuate daily.

Immediate Supervisor: Jennifer Harshman, Food Service Director

Those interested in applying for this position may do so by obtaining an application through the Adams Central Community Schools website: www.accs.k12.in.us and submitting a letter of interest, resume and one recommendation letter to: Adams Central Community Schools, Attn: Director of Human Resources, 222 West Washington Street, Monroe, IN 46772 or email: hr@accs.k12.in.us.

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(Board Policy Section 5000).



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