

GROTON PUBLIC SCHOOLS

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VACANCY

Date Posted: September 17, 2025
Job Title: Administrative Assistant – Food Services
Job ID: 4390
Location: Mary Morrisson Elementary School
Start Date: ASAP
Schedule: August 15 - June 15 Annually (25-29 hours per week- 10 month position)
Salary: \$25.00 per hour
Qualifications: Excellent administrative, communication, organizational skills and demonstrated experience with Word, Excel, and database systems required.

Requirements:

1. Must have Food Service understanding of terminology and products associated with ordering food, supplies and processing invoices;
2. Must be able to operate Nutri-Kids nutrition analysis program for monthly school menus;
3. Must be able to trouble shoot the Horizon POS system, be able to learn front and back of the house reports and procedures;
4. Must have a Serve-Safe Certificate to fill in at a lunch program at a school, when needed;
5. Must be able to fill in at any school location as needed

Application Deadline: September 28, 2025

Application Process:

Internal Candidates should apply online at:

www.grotonschoools.org/joinus

Go to the Internal Applicants box and select the link to submit an internal application/transfer form. In addition, you may upload a current resume.

External Candidates should apply online at:

www.grotonschoools.org/joinus

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