

MAUMEE CITY SCHOOLS
Notice of Operational Vacancy

POSITION AVAILABLE: Cafeteria Manager (9 months per year, 3 hours per day)

INITIAL BUILDING ASSIGNMENT: Fairfield Elementary School

MINIMUM QUALIFICATIONS:

1. Minimum age of 18 with a high school diploma or its equivalent.
2. Ability to stand for extended periods of time.
3. Ability to work successfully in a team relationship with administrators, teachers, students, community members, school groups, and operational staff.
4. Demonstrate knowledge of the National School Lunch Program and related requirements.
5. Ability to perform basic math and reading tasks.
6. Tolerant and pleasant personality under sometimes demanding work situations.
7. Ability to lift a minimum of 30 pounds without assistance.
8. Possess knowledge of proper sanitation procedures.
9. Demonstrate good organizational skills.
10. Make sound decisions and work without direct supervision.
11. Experience working with and around children the same age as the children being provided service.
12. Demonstrate a sincere desire to aid all students.
13. Dress in uniform per the negotiated contract.
14. Excellent employment history.
15. Good health, high moral character, and excellent employment attendance record.
16. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.

JOB DESCRIPTION: See Attached (Classroom Assistant – Locator Index: 9.03)

COMPENSATION: Wages and fringe benefits are based on the collective bargaining agreement.

APPLICATION PROCEDURE:

Complete the application process by following the Employment links on the Maumee City Schools website: maumee.k12.oh.us. (Only electronic applications will be accepted.)

Posting Deadline: 3:00 p.m. on Wednesday, August 13, 2025

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