

**TALAWANDA SCHOOL DISTRICT**

131 West Chestnut Street  
Oxford, Ohio 45056

**ANNOUNCEMENT OF ANTICIPATED NON-TEACHING JOB VACANCY**

Announcement #22-43

Date: December 7, 2022

Effective immediately, the Talawanda School District has a job vacancy described below:

Position Classification: **Food Service Manager (anticipated)**

Location: Talawanda Middle School

Vacancy due to: Sara Chandley's Retirement

Description of Duties: Direct the food service program in the designated building so that it operates in an efficient and effective manner and is responsible for the activities of the lunchroom workers of the building to which he/she is appointed. ServSafe certification is required.

Hours of Work: 8.0 hours per day, 5 days per week, 190 days per year

Salary Basis: As per current salary schedule

Date Needed: March 2023

Present employees of the Talawanda School District who would like to be considered for transfer to this position should make their requests on the "Request for Transfer or Re-Assignment Form" (TSD-22 located in the buildings and on the Talawanda website) on or before December 16, 2022.

Educational assistant applicants are required to have a high school diploma or its recognized equivalent to be considered for employment. An application for this position is available at the Board of Education Office or can be downloaded at [www.talawanda.org](http://www.talawanda.org) - Human Resources/Employment – Employment Opportunities - Classified Employment Application. Deadline to apply for this position is December 16, 2022, or until filled.

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Mike Malone  
Director of Human Resources

Post: Central Office  
All School Buildings

TSD-29  
Revised 8/97