



## **Clerical School Office Assistant**

**Start Date: Immediately**

**Part-Time**

### **QUALIFICATIONS**

- Prepares and submits Food Services' related reports
- Processes and maintains meal application records, including entering meal application data into the software system involving manual and digital applications
- Verifies parent or guardian salary information as stated on meal application and conducts meal application verification in accordance with USDA regulations
- Assist with any duties assigned by the Superintendent

Satisfactory completion of a criminal history background check and district employment packet required.

**Interested candidates should email a letter of interest, resume, certification(s), three professional references to:** Mr. Jason Chirichella, Superintendent/Principal at [jchirichella@shmemorial.org](mailto:jchirichella@shmemorial.org).

**Deadline for applications: August 31, 2023**

[www.shmemorial.org](http://www.shmemorial.org)