TO: TPSS EMPLOYEES

The Tangipahoa Parish School System is now accepting applications for:

SCHOOL FOOD SERVICE PRODUCTION MANAGER
PONCHATOULA JUNIOR HIGH

OFFICE ASSISTANT II
CENTRAL OFFICE FOR MAGNET GRANT PROGRAM
****NOTICE****

The Tangipahoa Parish School System is now accepting applications for the position listed below:

DEADLINE: July 19, 2019

POSITION: SCHOOL FOOD SERVICE PRODUCTION MANAGER

SALARY: $18,458 - $25,644

LOCATION: Ponchatoula Jr. High School Satellite System
Ponchatoula, Louisiana

CRITERIA: 1. High School diploma or GED.
2. Minimum of one year’s experience as a permanent, full-time employee in the Child Nutrition Program
3. Enrolled in Phase I, II and III Manager Training Program.
   Completion of training program preferred.

Please address application and any other information to Gavin Vitter, Director of Human Resources, 59656 Puleston Road, Amite, Louisiana, 70422. Submit a letter stating specifically the position for which you are applying. Be sure to show your complete address and telephone number.

Applicants should indicate references, qualifications, past work experience, personal data, and include verification that they meet the established criteria stated. All credentials listed in the criteria section MUST accompany your application.

Applicants must apply before the deadline even if a previous application is on file, as previous applications will not be considered.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, sex, age, national origin or disability.

MELISSA M. STILLEY
Superintendent
****NOTICE****

The Tangipahoa Parish School System is now accepting applications for the position listed below:

DEADLINE: July 19, 2019

POSITION: OFFICE ASSISTANT II

SALARY: $21,073 - $29,453

LOCATION: Central Office for Magnet Grant Program
Amite, Louisiana

CRITERIA: High School Diploma or Equivalency Certificate, passed Civil Service Test for Clerk-Typist 1 or Coast Civil Service or Office Support Exam or successfully completed coursework leading to Associate Degree in Office Administration or successfully completed related coursework at State Approved Vocational School, State Approved Business School or J.T.P.A sponsored school. Diplomas, Certificates of Completion and/or Civil Service Test Scores must be submitted with application. Proficiency in Microsoft Word / Excel and Budget Management experience preferred.

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