

**PANGUITCH MIDDLE SCHOOL SECRETARY/DISTRICT-WIDE FOOD SERVICE DIRECTOR**

**POSITION AVAILABLE:** Garfield County School District is now accepting applications for a part-time secretary & part-time district-wide food service director at Panguitch Middle School. These 2 part-time positions are combined to equal a full-time positon which includes retirement; health/life insurance & personal/sick employee leave.

**SALARY:** Beginning Secondary Secretary hourly rate according to 2020-2021 Garfield County School District Classified Salary Schedule.

**QUALIFICATIONS:** Applicants must have at least a High School Diploma, experience and/or degree is preferred, but not required. Food Service Director requirements are attached. Preference will be given to individuals with secretarial, food service & computer experience. Applicant will be given a short skills test. Applicants must work well with children & employees throughout the district. Applicant, upon hiring, must be fingerprinted and satisfactorily pass an employmentbackground check.

**APPLICATION:** Interested individuals should submit a Garfield County School District classified application, resume, three current letters of recommendation, and transcripts.

Please direct questions to Principal Russell Torgersen at [russell.torgersen@garfk12.org](mailto:russell.torgersen@garfk12.org) or (435-676-8805), and application packets to:

**Panguitch Middle School**

P.O. Box 393

75 South 400 East

Panguitch, Utah 84759

(435) 676-8847

Online application available [www.garfk12.org](file:///C:\Users\kerri.justus\Documents\Forms\www.garfk12.org)

Applications will be screened and the most

qualified candidates will be granted interviews.

**DEADLINE:** Closing date is Thursday, March 26, 2020 at 4:00 pm.

**Garfield County School District is an equal opportunity employer.**

**Garfield County School District reserves the right to accept or reject any or all applications.**