



POSITION: Part-Time School Lunch Aide/School Store Coordinator

Lake Mary Preparatory School, founded in 1999, is ranked as the #1 Best Private High School in Seminole County. We are part of ISP's global community and serve students in grades PreK 4 through 12. Our mission is to ignite the full academic potential of each student through engaging instruction, meaningful feedback, and authentic assessment in a supportive, student-centered environment.

Begin with our children and students. Our children and students are at the heart of what we do. Simply, their success is our success. Well-being and safety are both essential for learners and learning. Therefore, we are consistent in identifying potential safeguarding issues and acting and following up on all concerns appropriately.

Treat everyone with care and respect. We look after one another, embrace similarities and differences, and promote the well-being of self and others.

Operate effectively. We focus relentlessly on the things that are most important and will make the most difference. We apply school policies and procedures and embody the shared ideas of our community.

Learn continuously. Getting better is what drives us. We positively engage with personal and professional development and school improvement.

SUMMARY OF POSITION: Lake Mary Preparatory School seeks an organized, self-motivated individual to process lunch transactions in the cafeteria and manage orders in the School Store. This is a part-time, hourly position; approximately 30 hours per week.

KEY RESPONSIBILITIES:

- Receive daily lunch orders that are delivered by outside vendors
- Utilize POS system to process purchases
- Restock snacks/beverages
- Coordinate preorders of apparel in the store
- Create purchase orders
- Manage apparel orders with outside vendors
- Inventory
- Collaborate with the Business Office on purchasing budget
- Perform other duties as assigned

QUALIFICATIONS NEEDED:

- High School Diploma required
- Previous retail experience strongly preferred
- Ability to multitask and provide quality customer service
- Strong organizational and time-management skills

SALARY: Starting at \$15.50 per hour

BENEFITS: Comprehensive benefits to include medical, dental, vision, and life insurance

Interested candidates, please submit the following:

- Cover Letter
- Resume
- Three professional references

E-Verify Participation:

Lake Mary Preparatory School (LMP) and ISP U.S. participate in E-Verify and will provide the Federal Government with your Form I-9 information to confirm that you are authorized to work in the U.S.

ISP Commitment to Safeguarding Principles

LMP and ISP are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All postholders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years' employment history. This also includes fingerprinting (<https://info.flclearinghouse.com>) and drug testing.

ISP Commitment to Diversity, Inclusion, and Belonging

LMP and ISP are committed to strengthening our inclusive culture by identifying, hiring, developing, and retaining high-performing teammates regardless of gender, ethnicity, Sexual orientation and gender expression, age, disability status, neurodivergence, socio-economic background, or other demographic characteristics.