



Otto-Eldred School District
143 R.L. Sweitzer Drive, Duke Center, PA 16729
(814) 817-1380 opt. 3 Fax (814) 817-4050

Matthew D. Splain, Superintendent
Jodi L. Flexman, Business Manager
Lindsay A. Burns, Director of Pupil Services & Spec. Ed.

Otto-Eldred Elementary School
5 N. Bennett St, Eldred, PA 16731
(814) 817-1380 opt. 1
Fax (814) 225-4917
Nichole M. Garthwaite, Principal
Kera D. Hendershot, School Counselor

Otto-Eldred Junior Senior High School
143 R.L. Sweitzer Dr, Duke Center, PA 16729
(814) 817-1380 opt. 2
Fax (814) 817-4050
Nicholas J. LaBella, Principal
Erin M. Jackson, School Counselor

- ANTICIPATED VACANCY NOTICE -

Positions: Summer Cook (1)
Summer Food Monitor (1)

Location: Otto-Eldred School District

Details: June 22nd – July 23rd, 2026
Monday - Thursday

Cook:

Supervising summer food workers, ordering, coordinating, and preparing meals, serving meals, and cleaning.

Monitor:

Handing out or serving meals, monitoring the children, and cleaning at the serving site.

Must be at least 18 years of age, possess a valid driver's license and access to a vehicle.

Application Deadline: April 10th, 2026

Submit Letter of Interest/Application to:

Office of the Superintendent
Attention: Mrs. Suzanne Strait
sstrait@ottoeldred.org

*General Application is available online at: www.ottoeldred.org/human-resources