



REQUEST TO POST VACANCY

Date Submitted: 7/27/21

Title of Position: Business Support – Procurement/Food Service Grade/Step or Lane/Step: 7

Replacement position – Replacing whom: Penny Long

10 Hours per Day Anticipated hire date: ASAP

Job description attached: Yes No Supervisor: Kevin Davis

Posting: Internally Only Internal/External

Suggestions for External Posting:

Approved: _____ Date: _____
Business Manager

Approved: Kevin Davis _____ Date: 2/1/21 _____
Superintendent

Original retained by Superintendent's Office; Copy sent to Originator

