

*Lynn Public Schools
Human Resources Office
100 Bennett Street
Lynn, MA 01905*

To: Chief Lunch Aides, Food Distributors, Lunch Aides, Elementary Principals
From: Jennifer Carter, Human Resources
Date: June 1, 2020
Subject: Lunch Aide Posting Information

The posting and posting information, will be sent out via Lynn Public Schools email, via personal emails by the Lynn Teacher’s Union and mailed to the home address of individuals that we have no email contact for. The posting will also be available on the Lynn Public Schools website, our Facebook page and on the Lynn Teacher’s Union website.

Chief Lunch Aides – please reach out to all of your lunch staff to ensure they know about the posting.

If you already own a position and do not wish to move, you do not have to submit a bid sheet.

1st Posting	Monday, June 1, 2020	Posting <u>closes</u> Friday, June 5, 2020 at 2:00 p.m.
1st Posting Results Monday, June 8, 2020 by 2:45 p.m.		

2nd Posting	Tuesday, June 9, 2020	Posting <u>closes</u> Monday, June 15, 2020 at 2:00 p.m.
2nd Posting Results Tuesday, June 16, 2020 by 2:45 p.m.		

Please submit all bid sheets electronically via email to the Human Resource email address - personnel@lynnschools.org. or you may drop off your bid sheet to the side door mail slot located at Lynn Teachers Union office, 679 Western Ave, Lynn between the hours of 9:00 am – 2:00pm on June 4th and June 5th, and again on June 12th and June 15th.

For questions regarding the posting or submitting your bid sheet, please contact personnel through email or Sheila O’Neil, President of the Lynn Teachers Union at **781-599-5591**. Please make sure to include a phone number that you can be reached at with your bid sheet.