

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: February 24, 2005

SUBJECT: Cafeteria Manager

CATEGORY: Operations: Policy: Information: Personnel: X

INITIATED BY: Natalie Fatica, Coordinator of Human and Quality Resources

DESCRIPTION:

With the retirement of Agnes Cermak, there is a vacancy for the Cafeteria Manager. It is ECTS Administration recommendation to place Kathleen Palloto, Student Assistance Aide in the position of Cafeteria Manager.

RECOMMENDATION:

Motion to recommend Kathleen Palloto as Cafeteria Manager effective March 14th, 2005 at the rate of \$23,350.

ERIE COUNTY TECHNICAL SCHOOL
8500 OLIVER ROAD
ERIE, PA 16509
APPLICATION FOR EMPLOYMENT

(Fill Out Completely. Please type or print.)

Position Desired Food Service Cafeteria Manager

Name Kathleen L. Palloto Date 1-18-05

Address 1138 Wildwood Way
Erie, PA. 16511 Phone (814) 899-3840

State, in order of preference, skills in which you are trained and prefer to do:

Quality Control, Sanitation, Inventory, Ordering, Customer Service

Salary last received 11.87/hr. Initial Salary Expected 18/hr.

Hobbies or outside interests? antiques, grandchildren, Church activities, music,
self-improvement

If you are currently employed, why do you want to leave? advancement, management, income

References: (Give names and addresses of persons acquainted with your work experience and ability.)

NAME	ADDRESS
<u>Aldo Jackson</u>	
<u>Neil Donovan</u>	
<u>Patty Palo</u>	
<u>Janet Grossman</u>	
<u>Curtis Oakes</u>	
<u>Agnes Cermak</u>	

The Erie County Technical School does not discriminate on the basis of race, color, national or ethnic origin, sex, handicap, or disability in the administration of any of its educational programs and activities in accordance with applicable federal/state statutes and regulations. Inquiries should be directed to Paul D. Fritz, Title IX/ADA Coordinator, Erie County AVTS, 8500 Oliver Road, Erie, PA 16509, (814) 864-0641, Ext. 346. (EOE)

5/96 James Infantino
Patrick Holland.

EDUCATIONAL RECORD

NAME & ADDRESS OF SCHOOL	NUMBER OF YEARS ATTENDED	YEAR GRADUATED	DEGREE
HIGH SCHOOL <i>Wattsburg Area High School</i>	<i>6</i>	<i>1967</i>	<i>HS. Diploma</i>
TECHNICAL SCHOOL			
COLLEGE			
OTHER <i>many training seminars, home study</i>			

WORK EXPERIENCE RECORD

NAME & ADDRESS OF PREVIOUS EMPLOYERS	OCCUPATION	NO. OF YEARS OF SERVICE	FROM - TO DATES WORKED
<i>see Resume</i>			

Comments: _____

KATHLEEN L. PALLOTO

1138 Wildwood Way

Erie, PA 16511

(814) 899-3840

Summary of Qualifications: Background includes extensive practical experience and education which provided detailed working knowledge in these key areas:

**Business Management ... Sales ... Inventory Control ...
Ordering ... Quality Control ... Customer Service ...
Personnel Supervision and Training ... Scheduling ...
Safety and Sanitation ... Cost Control ... Self-Motivation**

Excellent communication skills. Able to interface with all levels of management and the public. Work well under pressure and against deadlines. Take charge of situations and deliver profitable results.

Professional Highlights: Erie County Technical School September 1990 – Present
Instructional Aide
Responsible for tutoring students in math, organizational skills, test-taking, individually or small groups requiring varying communication methods to meet diverse learning levels and styles.

The Hosford Company, Erie, PA February 1990 – June 1990
Import Specialist
Responsibilities included computer entry of shipping data, air bills and related customs and importing documents. Also responsible for locating and expediting shipments, maintaining timely delivery.

Professional Resume and Writing Svc. Sept. 1988 – February 1990
Self-Employed, Commissioned Sales
Responsibilities included interviewing clients, composing, editing, designing and printing top quality products for the leading national resume writing service. Proficient in public relations and customer service.

Farm Credit Service, Meadville, PA 1974 – 1976, 1983 – 1989
Loan Processor
Preparation of loan documents, financial and accounting records.

Self-Employed Dairy Farm, Co-Owner- Operator