

PLEASE POST

VB – 2016-2017

August 9, 2016

**HARLAN COUNTY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER**

V A C A N C Y B U L L E T I N

POSITION: Food Service Secretary/Assistant Manager (6 Hours)

LOCATION: Black Mountain Elementary School

LENGTH OF EMPLOYMENT: 2016-2017 School Year

SALARY RANGE: 22016-2017 FOOD SERVICE SALARY SCHEDULE

CERTIFICATION/QUALIFICATIONS: HIGH SCHOOL DIPLOMA OR GED OR LETTER OF ENROLLMENT AND PEOPLE SKILLS

JOB DESCRIPTIONS: (Condensed)

Assist in the preparation of foods; prepare assigned food serving area and perform cashiering duties in the sale of food items to students and staff, basic secretarial work and preferable a knowledge of computers.

EFFECTIVE EMPLOYMENT DATE: After Application Deadline

APPLICATION DEADLINE: August 19, 2016

NON-DISCRIMINATION POLICY: THE HARLAN COUNTY DISTRICT PRACTICES NON-DISCRIMINATION IN EMPLOYMENT. HARLAN COUNTY SCHOOL DISTRICT COMPLIES WITH TITLE IX, SECTION 504 OF THE REHABILITATION ACT OF 1973 AND AMERICANS WITH DISABILITIES ACT OF 1990. THE SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, AGE, NATIONAL ORIGIN, RELIGION, CREED OR MARITAL STATUS, IN THE EDUCATION PROGRAMS OR ACTIVITIES IT OPERATES. THE HARLAN COUNTY PUBLIC SCHOOLS WILL SEEK MINORITIES IN THE AREAS OF UNDER UTILIZATION.

TO APPLY: SUBMIT A WRITTEN LETTER STATING EXACT POSITION(S) APPLYING ALONG WITH A COMPLETED APPLICATION. APPLICATIONS MUST BE RECEIVED IN THE OFFICE OF THE FOOD SERVICE DIRECTOR NO LATER THAN 2:00 P.M. ON THE DEADLINE DATE. INTERESTED PERSONS MAY VISIT THE FOOD SERVICE OFFICE OF THE HARLAN COUNTY BOARD OF EDUCATION FOR AN APPLICATION, JOB DESCRIPTION, AND NEEDED QUALIFICATIONS.

SEND TO: MIKE HOWARD, SUPERINTENDENT, HARLAN COUNTY SCHOOLS, 251 BALL PARK ROAD, HARLAN, KENTUCKY 40831.