

**PLEASE POST**

**VB – 20016-2017  
November 7, 2016**

**AN EQUAL OPPORTUNITY EMPLOYER**

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

**POSITION:** FOOD SERVICE MANAGER I

**LOCATION:** Rosspoint Elementary School

**LENGTH OF EMPLOYMENT:** Remainder of 2016-2017 School Year

**SALARY RANGE:** 2016-2017 Salary Schedule

**CERTIFICATION/QUALIFICATIONS:** HIGH SCHOOL DIPLOMA OR GED OR LETTER OF ENROLLMENT AND PEOPLE SKILLS AND OTHERS AS SPECIFIED IN THE FULL JOB DESCRIPTION

**JOB DESCRIPTIONS:** (Condensed)

Responsible for managing and overseeing the day-to-day food service operations; analyze effectiveness, assure compliance with District, State and Federal Laws, regulations and safety and sanitation procedures; prepare menus, estimate and order amount of food and supplies needed; monitor and control expenditures; maintain assigned budget.

**EFFECTIVE EMPLOYMENT DATE:** After Posting Deadline

**APPLICATION DEADLINE:** November 17, 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 3:30 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