

**PLEASE POST**

**VB – 2011-2012  
February 9, 2012**

**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 COOK/BAKER (4 hours per day)**

**LOCATION: Rosspoint Elementary**

**LENGTH OF EMPLOYMENT: SCHOOL YEAR 2011-2012**

**SALARY RANGE: 2011-2012 FOOD SERVICE SALARY SCHEDULE**

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

**JOB DESCRIPTIONS:** (Condensed)

KNOWLEDGE OF PRINCIPLES AND METHODS OF QUANTITY FOOD SERVICE PREPARATION, SERVING AND STORAGE. SANITATION AND SAFETY PRACTICES RELATED TO HANDLING, COOKING, BAKING AND SERVING FOOD. METHODS OF PREPARING AND SERVING FOOD IN LARGE QUANTITIES. METHODS OF ADJUSTING AND EXTENDING RECIPES AND PROPER SUBSTITUTIONS. PROPER METHODS OF STORING EQUIPMENT, MATERIALS AND SUPPLIES. STANDARD KITCHEN EQUIPMENT, UTENSILS AND MEASUREMENTS. HEALTH AND SAFETY REGULATIONS. BASIC RECORD-KEEPING TECHNIQUES. BASIC MATH AND CASHIERING SKILLS.

**EFFECTIVE EMPLOYMENT DATE: Start of 2009-2010 School Year**

**APPLICATION DEADLINE: February 20, 2012**

**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:** EVELYN SARGENT, ACTING FOOD SERVICE DIRECTOR, HARLAN COUNTY SCHOOLS, 251 BALL PARK ROAD, HARLAN, KENTUCKY 40831