

PLEASE POST

VB – 2023-2024

March 18, 2024

**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 Assistant I (Secretary/Assistant Manager) (7.5 Hours per day)
2 Positions**

LOCATION: Appalachian Challenge Academy

LENGTH OF EMPLOYMENT: 2023-2024 school year

SALARY RANGE: 2022-2023 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: March 28, 2024

**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: BRENT ROARK, SUPERINTENDENT, HARLAN COUNTY SCHOOLS, 251
BALL PARK ROAD, HARLAN, KENTUCKY 40831**