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**~ UPDATED ~**

**NEWARK VALLEY CENTRAL SCHOOL DISTRICT  
NEWARK VALLEY, NEW YORK 13811**

**February 28, 2023**

**NOTICE OF VACANCY**

**Food Service Worker/Helper  
5.85 Hours/Day (When school is in session)  
10 Month Position -- Probationary Appointment**

**REQUIREMENTS:** Job description attached

**COMPENSATION:** \$14.20/Hour - \$14.20/Hour

**APPLY TO:** Lorraine Trotman, Food Service Supervisor  
Newark Valley High School, Food Services  
68 Wilson Creek Road  
Newark Valley, NY 13811

**DEADLINE:** Until Filled

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## **FOOD SERVICE HELPER**

**DEPARTMENT:** Tioga County School Districts  
**CLASSIFICATION:** Labor  
**SALARY GRADE:** Varies by location  
**ADOPTED:** Revised 5/97 - Tioga Co. Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine manual work involving the preparation and serving of food and the cleaning of kitchen equipment. The work is performed under the direct supervision of a school lunch manager or cook-manager. Although incumbents usually work in either the dining room or the kitchen, there may be a combination of both types of assignments. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Cleans and prepares vegetables and fruit for cooking;
- Assists in the preparation of salads and desserts;
- Sets up serving area before meal times and assist in serving;
- Washes dishes, pots and pans by hand or machine;
- Cleans kitchen, dining room and other lunch room equipment;
- Fills sugar bowls and salt and pepper shakers;
- Polishes silverware, tables and chairs;
- May assist cooks in any phase of their duties;
- May assist school lunch manager or cook manager in tracking food inventory and daily food counts.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Knowledge of the proper methods of serving food; knowledge of cleaning procedures and care of tableware, glassware, silver and kitchen appliances; ability to follow oral and written directions; physical condition commensurate with demands of the position.

**MINIMUM QUALIFICATIONS:** Experience in food service or general domestic work is desirable.