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

October 21, 2022

NOTICE OF ANTICIPATED VACANCY

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

REQUIREMENTS: Job description attached

COMPENSATION: \$13.20/Hour

**APPLY TO: Lorraine Trotman, Food Services 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 WORKACTWITIES: (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.