

Marion County Board of Education
1516 Mary Lou Retton Drive
Fairmont, WV 26554

TO: Qualified Personnel
FROM: Andy Neptune, Administrative Assistant
SUBJECT: VACANCIES
DATE: September 13, 2017

The following service position(s) are being considered for Boys and Girls Club for the 2017-2018 school year only: **In order for this program to be successful, the recommended applicants are expected to work all days, as assigned.**

Cook I - Blackshere S17 09 13 01

*Monday through Friday, 2:00 pm – 5:00 pm - Hours not to exceed 3 hours, 20 minutes
Will feed approximately 50 students*

Cook I – Watson S17 09 13 02

*Monday through Friday, 2:00 pm – 5:00 pm - Hours not to exceed 3 hours, 20 minutes
Will feed approximately 50 students*

Cook I – East Park S17 09 13 03

*Monday through Friday, 2:00 pm – 5:00 pm - Hours not to exceed 3 hours, 20 minutes
Will feed approximately 100 students*

Duties will include:

1. Communicate with the cafeteria manager at the school
2. Order for program
3. Prepare and serve meal
4. Clean up including kitchen, dishes, wipe tables, and take out trash
5. Maintain HACPP procedures
6. Record temperatures, etc.
7. Complete production records
8. Other duties as assigned

Job Description: 5.11
Term of Employment: 200 days or school year
Salary: As per Marion County School 2017-18 pay scale

Posting numbers MUST be on all vacancy forms.

Appointment will be made in accordance with West Virginia school law. Therefore, priority consideration will be given to those persons presently employed by Marion County Schools. Anyone interested in applying for the vacancies as posted, should submit an Application for Vacancy form to the Personnel Office, Marion County Schools, 1516 Mary Lou Retton Drive, Fairmont, WV 26554. All applications must be received by 4:00 p.m. on September 20, 2017.

"No person in the United States shall, on the grounds of race, color or national origin, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."