

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

TO: Qualified Personnel  
FROM: Andy Neptune, Administrative Assistant  
SUBJECT: VACANCIES  
DATE: October 11, 2017

The following substitutes service position(s) are being considered for the after school Boys and Girls Club Program 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.**

**Substitute Cook - Blackshere/Watson/East Park 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 - 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 October 17, 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."*

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