

Notice of Vacancy

Title of Position: **Food Service Helper**

Appointment Effective: **September 1, 2017 (pending fingerprint clearance)**

Assignment: **District Wide**

**Salary: \$14.46/hr. Step 1 (2016-17)
(4hrs. per day)**

Type of appointment to be made: **Regular**, Temporary, Other:

Requirements of applicants (include all pertinent prerequisites: **Some experience in domestic work, including food service, preferably in an institution and the ability to read and write; or any equivalent combination of experience and training sufficient to indicate ability to do the work.**

General Statement of Duties: **Assists in the routine preparation and serving of food and in the cleaning of dining room and kitchen areas. Receives and stores daily food and supply deliveries; does related work as required.**

Fringe Benefits - **As per contract where applicable**

Holidays	Retirement
Vacation	Health Insurance
Sick Leave	Medical Examination
Other Leaves	Dental Plan

Persons interested in making application for the above position are to submit a support staff application and/or letter of interest.

Deadline for filing: 7/12/17

Send completed application to:

**Barbara J. Hamilton
Administrative Aide
Port Jervis City School District
9 Thompson Street
Port Jervis, New York 12771**

Central Office Approval

The above described position is hereby approved and funded, and notice of such vacancy is to be posted in all buildings in the District on July 3, 2017.



Superintendent of Schools