



Terri L. Forsten, Superintendent

38 Liberty Street
Concord NH 03301-2934

www.sau8.org
Tel 603.225.0811
Fax 603.226.2187

Donna E. Palley
Assistant Superintendent

Robert Belmont
Director, Student Services

Jack Dunn
Business Administrator

Larry Prince
Director, Human Resources

Matt Cashman
Director, Facilities & Planning

PLEASE POST

FROM: Larry Prince, Director of Human Resources
DATE: September 27, 2018
SUBJECT: Vacancy for **2018-2019**

The Concord School District has the following vacancy for the **2018-2019** school year:

Food Service Assistant Cook (#174950250)

Rundlett Middle School

5.50 hours p/day; 5 days p/week

Hourly Wage Range (commensurate w/experience):

\$13.00 - \$16.51

Start Date: October 3, 2018

Food Service Assistant needed to prepare/serve meals at Rundlett Middle School. Complete job description attached.

If you are interested in this vacancy, submit a job application with a letter of interest, resume, and three current letters of reference to: Ms. Donna Reynolds, School Nutrition Director, c/o Concord School District, 38 Liberty St., Concord, NH 03301 or e-mail at: dreynolds@sau8.org.

This vacancy is posted through October 2, 2018, or until filled.

Go to www.sau8.org for a complete listing of all vacancies and to download the job application form.

cc: F. Wyatt, D. Byrne

**CONCORD SCHOOL DISTRICT
JOB DESCRIPTION
FOOD SERVICE ASSISTANT**

QUALIFICATIONS:

1. High school diploma or GED.
2. Basic math skills.
3. Strength and stamina to perform job tasks that may include heavy lifting (40-50 lbs).
4. Ability to relate well to children and adults.
5. Such alternatives to the above qualifications as the School Nutrition Director may find appropriate and acceptable.

REPORTS TO: School Nutrition Director

EVALUATED BY: School Nutrition Director (with input from Head Cook).

JOB GOALS: To provide support to the Head Cook and the School Nutrition Director by performing certain duties in order to assist the program in achieving its mission. The mission of the Concord School District Food Service department is to strive to treat all children equally, provide healthy, varied, well-balanced, cost efficient meals in a safe and pleasant environment.

JOB RESPONSIBILITIES:

1. Follows standards of safety, sanitation, and nutrition in preparing, storing and serving food as instructed by the Head Cook and/or School Nutrition Director which are in compliance with local, state and federal regulations.
2. Follows all menus and portioning of foods as instructed by the Head Cook and/or the School Nutrition Director.
3. Completes work schedule within the given time frame.
4. Offers/accepts new ideas for general improvement of work performance and marketing of the program. Works cooperatively with the School Nutrition Director, the Head Cook and kitchen staff to implement those ideas.
5. Reports unsafe working conditions or broken and faulty equipment promptly to the Head Cook and/or the School Nutrition Director and works to eliminate those conditions.
6. Reports to work promptly and is ready to work at the designated time.
7. When needed, assists with and trains on, the Food Service computer system.
8. Promotes customer satisfaction through a pleasant attitude, attractive food presentation and participation in marketing activities.
9. Follows dress code.
10. Performs accurate cash counts, etc. when applicable.
11. Performs other duties as instructed by the Head Cook and/or the School Nutrition Director.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the School Nutrition Director in accordance with the Collective Bargaining Agreement.

EVALUATION:

The employee will be evaluated on ability and effectiveness in achieving the responsibilities outlined above and others as assigned. Performance will be reviewed on an annual basis.