

HUDSON CITY SCHOOL DISTRICT  
215 HARRY HOWARD AVENUE  
HUDSON, NEW YORK

**VACANCY**

**POSITION:** **FOOD SERVICE HELPER**

**LOCATION:** **JLE PRIMARY SCHOOL**  
(and District-wide as needed)

**HOURS PER DAY:** 8:45 a.m. to 12:45 p.m. Monday through Friday (4 hrs.)

**EFFECTIVE DATE:** February 28, 2017

**SALARY:** \$10.52 PER HOUR (Starting rate for new employee) or contractual rate.

**JOB DESCRIPTION:** (SEE BACK OF POSTING)

**Interested Applicants (not already employed by HCSD):** Please submit a non-instructional employment application and three completed reference forms (at least one reference should be an employment reference). High School Diploma or equivalent is required. Applicants must be fingerprinted through NYS Education Department and speak, read and write fluent English. Applications and references can be sent by:

- Email: [HUDSONCSDJOBS@HUDSONCSD.ORG](mailto:HUDSONCSDJOBS@HUDSONCSD.ORG)
- Mail: Sharifa Carbon, School Business Administrator, 215 Harry Howard Ave., Hudson, NY 12534,

**Current Employees:** Please submit a letter of interest to Sharifa Carbon, School Business Administrator.

Deadline to apply is February 13, 2017. (Please include the posting number **N013117-30** on your correspondence.)

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The Hudson City School District hereby advises students, parents, employees and the general public that it offers employment and educational opportunities, including vocational education opportunities, without regard to sex, race, color, national origin or handicap.

01/31/17

**HUDSON CITY SCHOOL DISTRICT  
FOOD SERVICE HELPER  
JOB DESCRIPTION**

**General Statement of Duties:** Assists in the preparation and service of food and in the cleaning of kitchen equipment; does related work as required.

**Distinguishing Features of the Class:** This is routine manual work performed under immediate supervision in connection with the preparation and service of food. Food Service Workers may perform cooking duties involving lesser degrees of skill than regularly required of employees in the classification of Cook.

**Examples of Work:**

- Assists in the preparation of vegetables and meats for cooking;
- Prepares fruits, desserts and salads for serving line;
- Stock serving lines for serving food and cleans line after service ends;
- Stores all food items following HACCP procedures;
- Replenishes daily used items like sugar, salt/pepper, catsup, etc.;
- Cleans and sanitizes pots, pans, equipment and areas used in food preparation and serving;
- Ability to operate all food service equipment following safety/sanitizing requirements;
- Implements Child Nutrition Meal Pattern requirements;
- Operate cash register as Cashier;
- Maintain standards of safety and sanitation in all areas of production as established by the Food Service Department and/or local, state and federal health agencies;
- Other duties as required by the Food Service Supervisor.

**Required Knowledge, Skills and Abilities:**

- High School Diploma or equivalent.
- Other food service related experience preferred.
- Ability to speak, read and write the English language proficiently.
- Ability to do simple math.
- Ability to use and understand US scales of weights and measures.
- Willingness and physical ability to lift heavy objects.
- Ability to endure standing for long periods of time.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Acceptable Experience and Training:** None is required, but experience in the institutional or commercial food service preparation is desired.