

ALDEN CENTRAL SCHOOL DISTRICT

13190 Park Street
Alden, New York, 14004
(716) 937-9116

ANNOUNCEMENT OF ANTICIPATED STAFF VACANCY

Applications are invited for consideration for appointment to the following position:

DATE: December 14, 2023

POSITION(S): Food Service Helper

LOCATION/Hours: Primary School – 3.0 hours/day

STARTING DATE: Per Board of Education approval

SALARY: As per CSEA Contract

RESPONSIBILITIES:

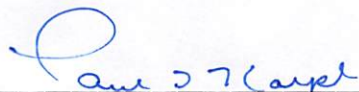
1. Assist in the preparation of food portions and prepare cafeteria serving line;
2. Serve students and staff from the cafeteria line;
3. Remove used dishes and assist in the cleaning of counters, plates, pots, and other kitchen utensils;
4. Assist the Cook Manager with completion of daily recording, including production records;
5. May include cashier duties and related daily reports;
6. Perform related duties as required, including duties at special functions; and
7. Must be able to do bending and lift up to 30 lbs.

QUALIFICATIONS: Must meet Civil Service Requirements. Knowledge of the proper method of serving foods and the care of tableware, glassware, utensils and kitchen appliances; knowledge of modern cleaning equipment, methods and supplies; ability to follow simple oral and written directions; able to perform essential duties with or without reasonable accommodations.

APPLICATION DEADLINE: December 21, 2023

APPLICATION PROCEDURE: Please complete the Support Staff Application available online, at www.aldenschools.org and send to:

Paul J. Karpik, CPA
School Business Administrator
13190 Park Street
Alden, New York 14004



Paul J. Karpik, CPA
School Business Administrator

12/14/23

Date

☐ CIVIL SERVICE EXAM NOT REQUIRED - Non-competitive assignment

Alden Central School District is an Equal Opportunity Employer