Service Personnel Job Posting
Clay Elementary School

POSITION: Cafeteria Manager - Clay Elementary School - 6:00 a.m. - 2:00 p.m.

QUALIFICATIONS: High School Diploma, GED or regular employee of the Clay County Board of Education

JOB DESCRIPTION: To direct the operation of a food service program in a school, including assigning duties to employees, approving requisitions for supplies and repairs, keeping inventory, inspecting areas to maintain high standards of sanitation, inspect HACCP, preparing financial reports, and to complete required county/state reports and any other duties assigned by the Food Service Director.

TERMS OF EMPLOYMENT: 200 day contract effective for the 2015-2016 school year

COMPENSATION: State basic salary for Cafeteria Manager plus increments for experience

POSTING DATE: June 8, 2015 - June 12, 2015

Apply in writing to Kenneth Tanner, Superintendent of Schools, Post Office Box 120, Clay, West Virginia 25043. If mailing or faxing bid, please contact the Central Office to confirm the receipt of the bid. Bids must arrive in Central Office by 3:00 p.m., Friday, June 12, 2015.

For additional information, contact Mike Mullins, Assistant Superintendent and Director of Student Services at the Board of Education Office at 587-4266.

The Clay County School System is an equal opportunity employer. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, gender, age, disability and retaliation.