

**Donna Palley**  
*Assistant Superintendent*

**Robert Belmont**  
*Director of Student Services*

**Jack Dunn**  
*Business Administrator*

**Larry Prince**  
*Director of Human Resources*

**Matt Cashman**  
*Director of Facilities & Planning*

**PLEASE POST**

FROM: Larry Prince, Director of Human Resources

DATE: June 9, 2020

SUBJECT: Vacancy for 2020-2021

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The Concord School District has the following vacancy for the 2020-2021 school year:

**Food Service Assistant Cook (#174950150)**

Concord High School

5.00 hours p/day; 5.00 days p/week; 177 days p/year

Hourly Rate: \$13.49 - \$17.13 (commensurate w/experience)

Start Date: August 30, 2020

Assistant in the process of providing lunches to high school students. Complete job description attached.

If you are interested in this vacancy, submit a job application with a letter of interest, resume, copy of certification, 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 June 15, 2020 or until filled.

Go to [www.sau8.org](http://www.sau8.org) for a complete listing of all vacancies and to download the job application form.

cc: F. Wyatt

**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.