



TOMPKINS • SENECA • TIOGA

For Candor • Dryden • George Junior Republic • Groton • Ithaca • Lansing • Newfield • South Seneca • Trumansburg
David J. Parsons
Assistant Superintendent, Administrative Services

September 13, 2021

Please Post/Job #1402 (Updated)

VACANCY NOTICE

TITLE: **SUBSTITUTE FOOD SERVICE HELPER** **Civil Service: Non-Competitive**
 P/T, on-call, as-needed positions (6.5 hrs/day) **Affiliation: None**
 Exceptional Education Department **Location: Smith School - Cafeteria**

DUTIES: Primary duties are providing a variety of supports in an Exceptional Education setting. Responsible for the performance of routine but necessary kitchen and cafeteria work and the preparation and serving of food. School cafeteria tasks such as meals program, cleaning, restocking and operating cash register are required. The work is performed under the general supervision of the department director and the head cook. Performs related work and provides additional assistance as required. Other related duties as required.

QUALIFICATIONS: No minimum qualifications. Physical condition commensurate with the demands of the position; must be able to lift 40 pounds. Must also meet the county residency requirements. Food service background and cash register operation skill is preferred.

*Must complete county ***on-line job application***, please visit: www.tompkinscountyny.gov/personnel

START DATE: As soon as possible, Continuous Recruitment

DAILY SUBSTITUTE RATE: \$81.25 per day.

Contact Person: For further information, please contact David Barr at (607) 257-1551 ext. 5002.

Application Deadline: Applications accepted ongoing.

Please direct questions about employment opportunities to:
Email: hr@tstboces.org or visit our Web Site: www.tstboces.org
Must complete county on-line job application, please visit: www.tompkinscountyny.gov/personnel
Human Resources, TST - BOCES, 555 Warren Road, Ithaca, N.Y. 14850
Phone (607) 257-1551 or Fax (607) 697-8273
Attach appropriate application to all resumes/vitae, list job number and name of position.

The Tompkins-Seneca-Tioga BOCES does not discriminate on the basis of race, color, creed, national origin, political affiliation, sex, age, marital or veteran status, disability, religious practice, ethnic group, gender expression and identity, weight, or genetic predisposition in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: David J. Parsons, Assistant Superintendent, Administrative Services, 555 Warren Road, Ithaca, NY 14850 (607) 257-1551 or dparsons@tstboces.org