

**PLEASE POST**

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**PUBLIC SCHOOLS OF ROBESON COUNTY  
POST OFFICE DRAWER 2909  
LUMBERTON, NC 28359**

**VACANCY ANNOUNCEMENT**

**DATE:** April 12, 2024

**POSITION:** Cafeteria Assistant (6 ½ hours)

**SALARY:** (GRADE 50: \$2,217.28 monthly – Starting Salary)

**DEADLINE DATE FOR RECEIVING APPLICATIONS:** April 25, 2024

**WORK LOCATIONS:** Purnell Swett High School

**GENERAL DUTIES:** To prepare food utilizing a recipe, help during inventory, clean work area and equipment, store food properly, exhibit health and safety habits, portion food servings correctly, help manager determine needs of the cafeteria, and any other duties assigned by the manager.

**QUALIFICATIONS:**



A high school diploma



Valid North Carolina Driver's License



Food service experience is preferred.



Evidence of ability and skills to provide good nutrition as a part of the total education program.



A Food Handling Certificate is required (within 90 days after employment).



6 hours of Annual Professional Standards are Required



Ability to lift a minimum of 50 pounds.

**INSTRUCTIONS TO APPLICANTS**

1. The stated deadline will be strictly adhered to. All applications must be on-line with the Public Schools of Robeson County by **5:00 p.m.** on the stated deadline date in order to be considered for the position.

2. **New Applicants:** Must submit an **on-line application at:** <https://robeson.tedk12.com/hire/index.aspx>

**Active Applicants:** Must **apply** for **this** job opening **at:** <https://robeson.tedk12.com/hire/index.aspx>

**Current Employees:** Must submit a **letter of interest and resume** for **this** specific job opening

**Public Schools of Robeson County  
Attn: Human Resources Department  
Post Office Drawer 2909  
Lumberton, NC 28359  
Telephone Number: (910) 671-6000**

3. **Selection Process:** All applications received for this position will be reviewed by the Principal and the Human Resources Department. Selected applicants will be contacted for an interview. **All applications** will be retained on an active status for a period of **one (1) year**.

***The Board of Education for the Public Schools of Robeson County is an equal opportunity employer***