

Tyler County Schools
P.O. Box 25
Middlebourne, WV 26149

Posting Reference: #19-787
ATTENTION: SERVICE PERSONNEL
NOTICE OF VACANCY

POSITION: Summer School Cook– One (1) position for
The Summer School Program

LOCATION: Tyler Consolidated

SCHEDULE: Monday – Friday 6:30am -2:30 pm

POSTING DATE: April 16, 2024

APPLICATION DEADLINE: April 22, 2024 at 3:00 p.m.

QUALIFICATIONS:

1. Must Hold Classification Title of Cook
2. Must possess a current valid food handler’s card

Note: Per WV Code 18-5-39 (F) Service Personnel employed in a position during the previous summer shall have the option of retaining the position if the position exists during any succeeding summer. If the employee is unavailable, the position shall be filled according to WV Code 18A-4-8b.

ORDER OF CONSIDERATION: See the attached *Order of Consideration*

RESPONSIBILITIES: See Attached

TERMS OF EMPLOYMENT: Seventeen (17) days beginning June 10, 2024 (preparation day) through July 5, 2024, excluding June 19(Juneteenth) and 20, 2024 (West Virginia Day) and July 4, 2024. **June 19, 20 and July 4 will be excluded from the contract as unpaid holidays.** Close out day will be July 5, 2024.

SHIFT: Monday through Friday, 6:30 a.m. – 2:30 p.m.

COMPENSATION: Per Tyler County Schools Salary Schedule

PROCEDURES FOR APPLICATION:

Directions to apply through our district website:

1. Go to <http://www.tylercountypublicschools.com>
2. Go to Employment
3. Click Application Documents
4. Complete the Universal Application, Bid Form, Reference Forms, and Disclosure Information

Tyler County Employees must complete the Bid Form only

All applicants must:

- 1.) Complete a Service Personnel Position Bid Form that must be received prior to the deadline for application. Bid forms are available at each school, at the board of education office and online at www.tylercountypublicschools.com. Bid forms should be mailed, hand-delivered, or e-mailed to:

Tricia Feldmeier, Director of Human Resources
Tyler County Schools
P.O. Box 25
Middlebourne, WV 26149
e-mail: patricia.feldmeier@k12.wv.us

TYLER COUNTY SCHOOLS

JOB DESCRIPTION

TITLE: Cook II and Cook III

QUALIFICATIONS:

1. Be physically fit to perform all duties related to this position.
2. Must hold a valid Food Handler's Card and provide proof of negative Tuberculin Tine test results
3. Completion of high school or sufficient education to carry out verbal and written instruction and reporting procedure.

RESPONSIBLE TO: Principals, Assistant Principal, and Food Service Director

PERFORMANCE RESPONSIBILITIES:

Cook II:

1. Help prepare and serve meals.
2. Wash trays, glasses, silverware, pots, pans, and other utensils.
3. Clean kitchen and kitchen equipment.
4. Clean kitchen windows defrost refrigerator and freezer, and clean them as often as needed.
5. Clean floors and shelves in storage room.
6. Properly rotate and store purchased and donated foods keeping the oldest foods in front.
7. Works required eight (8) hours as set by the Tyler County Board of Education.
8. Be interested in the school and student welfare.

9. Attend Food Handler's School leading to a valid Food Handler's card.
10. Cooperate with school staff, and be responsive to suggestions from the principal, county, and state supervisors.

Job Description Continued

11. Other duties and responsibilities as assigned by the principal and Food Service Director, and other county and state supervisors.
12. Other duties and responsibilities as assigned by the principal.

Cook III:

1. Perform all duties of a Cook II.
2. Plan all menus.
3. Keep a written inventory of purchased and donated foods and other supplies.
4. Keep a record of all meals served.
5. Requisition all foods and supplies necessary for preparation of meals in accordance with county, state and federal regulations.
6. Maintain accurate and complete records as required by federal, state, and county policies.
7. Report repairs needed to lunchroom equipment.
8. Other duties as assigned by the principal or Food Service Director.

Evaluation: The Director of Child Nutrition and the building principal will collaborate to complete an evaluation.

ORDER OF CONSIDERATION

Special Summer Seniority Note:

“An employee who was employed in any service personnel job or position during the previous summer shall have the option of retaining the job or position if the job or position exists during any succeeding summer.”

Source: West Virginia Code 18-5-39

According to WV Code §18A-4-8b, amended and passed by the Legislature on April 11, 2009, effective on July 10, 2009, any job openings for school service personnel shall be filled based on seniority, qualifications, and evaluations of past service in the following order:

1. Regularly employed service personnel who hold a classification title within the classification category of the vacancy;
2. Service personnel on the preferred recall list who have held a classification title within the classification category of the vacancy;
3. Regularly employed service personnel who do **not** hold a classification title within the classification category of the vacancy;
4. Service personnel on the preferred recall list who have **not** held a classification title within the same classification category as the vacancy;
5. Substitute service personnel who hold a classification title within the same classification category as the vacancy;
6. Substitute service personnel who do **not** hold a classification title within the same classification category as the vacancy; and
7. New service personnel.

WV Code §18-A-4-8b = Qualifications shall mean that the applicant holds a classification title in his or her category of employment and must be given first opportunity for promotion and filling vacancies.

* Employees placed upon preferred recall list as a result of a Reduction in Force (RIF) shall be recalled to any position opening by the County Board within classification(s) where they had previously been employed, or to any lateral position for which the employee is qualified or to a lateral area for which an employee has certification and / or licensure.

WV Code §18A-4-8g = Service personnel who are employed in a classification category at the time when a vacancy is posted in the same classification category of employment shall be given first opportunity to fill such vacancy.

Seniority acquired within different classification categories shall be calculated separately, that when a school service employee makes application for a position outside of the classification currently held, if the vacancy is not filled by an applicant within the classification category of the vacancy, the applicant shall combine all regular employment seniority acquired for the purpose of bidding on the position.

DISCRIMINATION PROHIBITED: The Tyler County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, age, and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Tricia Feldmeier, Title IX Coordinator, Tyler County Board of Education, P.O. Box 25, Middlebourne, WV 26149, telephone number 304-758-2145; or to Melinda Walton, Section 504 Coordinator, Tyler County Board of Education, P.O. Box 25, Middlebourne, WV 26149, telephone number 304-758-2145, or to the U.S. Department of Education's Director of the Office for Civil Rights, telephone 215-596-6795.