

**PLEASE POST**

**VB – 2023-2024**

**July 6, 2023**

**HARLAN COUNTY SCHOOLS  
AN EQUAL OPPORTUNITY EMPLOYER**

**V A C A N C Y B U L L E T I N**

**POSITION:** School Food Service Bookkeeper – 3 Positions

**LOCATION:** Central Office

**LENGTH OF EMPLOYMENT:** 2023-2024 School Year

**SALARY RANGE:** FOOD SERVICE SALARY SCHEDULE

**CERTIFICATION/QUALIFICATIONS:** Associate degree in secretarial related area preferred; high school diploma from an 'accredited' high school required with secretarial and computer skills as required by Kentucky Law and four years food service experience. Completion of the Certified Food Managers Training/Certification as required by the 2013 FDA Food Code. Alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**JOB DESCRIPTIONS:** (Condensed)

Plan, organize and supervise the complex service operations and activities at a District kitchen or all school district involving food service to on-site students and staff; schedule food service transporting activities to District schools; train, supervise and evaluate assigned staff. Performs secretarial duties involving typing, filing, and maintaining records or reports; plan, organize and coordinate office activities and communications to relieve Director of School Food Service of routine administrative and clerical duties.

A detailed job description is available for review in the School Food Service Department at the Central Office.

**EFFECTIVE EMPLOYMENT DATE:** After Posting Deadline

**APPLICATION DEADLINE:** July 17, 2023

**NON-DISCRIMINATION POLICY:** THE HARLAN COUNTY DISTRICT PRACTICES NON-DISCRIMINATION IN EMPLOYMENT. HARLAN COUNTY SCHOOL DISTRICT COMPLIES WITH TITLE IX, SECTION 504 OF THE REHABILITATION ACT OF 1973 AND AMERICANS WITH DISABILITIES ACT OF 1990. THE SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, AGE, NATIONAL ORIGIN, RELIGION, CREED OR MARITAL STATUS, IN THE EDUCATION PROGRAMS OR ACTIVITIES IT OPERATES. THE HARLAN COUNTY PUBLIC SCHOOLS WILL SEEK MINORITIES IN THE AREAS OF UNDER UTILIZATION.

**TO APPLY:** SUBMIT A WRITTEN LETTER STATING EXACT POSITION(S) APPLYING ALONG WITH A COMPLETED APPLICATION. APPLICATIONS MUST BE RECEIVED IN THE OFFICE OF SUPERINTENDENT NO LATER THAN 3:30 P.M. ON THE DEADLINE DATE. INTERESTED PERSONS MAY VISIT THE FOOD SERVICE OFFICE OF THE HARLAN COUNTY BOARD OF EDUCATION FOR AN APPLICATION, JOB DESCRIPTION, AND NEEDED QUALIFICATIONS.

**SEND TO:** BRENT D. ROARK, SUPERINTENDENT, HARLAN COUNTY SCHOOLS, 251 BALL PARK ROAD, HARLAN, KENTUCKY 40831