

**VACANCY LIST
PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE
KINGWOOD, WEST VIRGINIA 26537**

"AS REQUIRED BY FEDERAL LAWS AND REGULATIONS, THE PRESTON COUNTY BOARD OF EDUCATION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, GENDER, AGE, NATIONAL ORIGIN, OR DISABILITY IN EMPLOYMENT AND IN THE ADMINISTRATION OF ANY OF ITS EDUCATIONAL PROGRAMS AND ACTIVITIES. INQUIRIES MAY BE REFERRED TO CAROL RILEY, TITLE IX COORDINATOR, PRESTON COUNTY BOARD OF EDUCATION, 731 PRESTON DRIVE, KINGWOOD, WEST VIRGINIA 26537, PHONE NUMBER (304) 329-0580; OR TO SECTION 504 COORDINATOR, PRESTON COUNTY BOARD OF EDUCATION, 731 PRESTON DRIVE, KINGWOOD, WEST VIRGINIA 26537, PHONE NUMBER (304) 329-0580; OR TO THE DIRECTOR OF PERSONNEL, PRESTON COUNTY BOARD OF EDUCATION, 731 PRESTON DRIVE, KINGWOOD, WEST VIRGINIA 26537, PHONE NUMBER (304) 329-0580; OR TO THE DEPARTMENT OF EDUCATION'S DIRECTOR OF THE OFFICE FOR CIVIL RIGHTS."

PERSONS INTERESTED IN MAKING APPLICATIONS FOR ANY POTENTIAL OR EXISTING VACANCY LISTED SHOULD CONTACT **THE PERSONNEL OFFICE, PRESTON COUNTY BOARD OF EDUCATION, 731 PRESTON DRIVE, KINGWOOD, WV 26537 - PHONE 329-0580.** THE BOARD AND THE SUPERINTENDENT RESERVES THE RIGHT TO REJECT ANY APPLICATIONS OR TRANSFER REQUESTS AFTER **May20, 2011.**

DATE VACANCY LISTED: May 13, 2011 SCHOOL TERM: Summer 2011

**NON-CERTIFICATED PERSONNEL
Extra-Duty Assignments – Summer 2011**

VAC#	LOCATION	DESCRIPTION OF VACANCY
<u>SUMMER PROGRAMS</u>		

S11ED-08	PHS-Aurora School	<p>1 Cook/Custodian for Summer Program – picks up food at PHS and serves meals at Aurora (28 days)</p> <p>Serves breakfast and lunch Mon-Thurs. Picks up food for next week at PHS on Fridays. Only ½ day on Fridays.</p> <p>Current Food Handlers' Card, ability to maintain productions records and use commercial food service equipment independently.</p> <p style="text-align: right;">Dates: 06-13-11 to 07-21-11 Shift: 6:00 a.m. - 2:00 p.m.</p>
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Must attend training June 1st, 3:00 pm – Board Room or June 2nd, 4:00 pm - Board Room

S11ED-09	PHS-Bruceton School	<p>1 Cook/Custodian for Summer Program – picks up food at PHS and serves meals at Bruceton (10 days)</p> <p>Serves breakfast and lunch Mon-Thurs. Picks up food for next week at PHS on Fridays. Only ½ day on Fridays.</p> <p>Current Food Handlers' Card, ability to maintain productions records and use commercial food service equipment independently.</p> <p style="text-align: right;">Dates: 06-13-11 to 06-24-11 Shift: 6:00 a.m. - 2:00 p.m.</p>
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Must attend training June 1st, 3:00 pm – Board Room or June 2nd, 4:00 pm - Board Room

**S11ED-10 Tunnelton-Denver-
Fellowsville 1 Cook/Custodian for Fellowsville Summer Program
(28 days)**

Serves breakfast and lunch Mon-Thurs. Picks up food for first week at PHS. Following weeks at Tunnelton/Denver.

Current Food Handlers' Card, ability to maintain productions records and use commercial food service equipment independently.

**Dates: 06-13-11 to 07-21-11
Shift: 6:00 a.m. - 2:00 p.m.**

Must attend training June 1st, 3:00 pm – Board Room or June 2nd, 4:00 pm - Board Room

S11ED-11 Kingwood Elementary 1 Head Cook for Summer Program (30 days)

Current Food Handlers' Card, ability to maintain productions records and use commercial food service equipment independently.

**Dates: 06-21-11 to 07-29-11
Shift: 6:00 a.m. - 2:00 p.m.**

Must attend training June 1st, 3:00 pm – Board Room or June 2nd, 4:00 pm - Board Room

S11ED-12 Kingwood Elem 1 Cook/Custodian for Summer Program (29 days)

Current Food Handlers' Card, ability to maintain productions records and use commercial food service equipment independently.

**Dates: 06-21-11 to 07-29-11
Shift: 6:00 a.m. - 2:00 p.m.**

Must attend training June 1st, 3:00 pm – Board Room or June 2nd, 4:00 pm - Board Room

S11ED-13 Preston High 1 Head Cook for Summer Program (42 days).

Serves breakfast and lunch Mon-Thurs until August 1st, then lunch only Mon-Friday. Daily number of meals varies. Will prepare meals to be satellited to other locations June 13 to June 21st.

Current Food Handlers' Card, ability to maintain productions records and use commercial food service equipment independently.

**Dates: 06-13-11 to 08-12-11
Shift: 6:00 a.m. - 2:00 p.m.**

Must attend training June 1st, 3:00 pm – Board Room or June 2nd, 4:00 pm - Board Room

S11ED-17 PHS-Valley Elem 1 Cook/Custodian for Summer Program – picks up food at PHS and serves meals at Valley. If attendance reaches 40, position will become full time and food prepared on location. (28 days)

Serves breakfast and lunch Mon-Thurs. Picks up food for next week at PHS on Friday, only works ½ day on Friday (no students).

Current Food Handlers' Card, ability to maintain productions records and use commercial food service equipment independently.

Dates: 06-13-11 to 07-21-11
Shift: 6:00 a.m. - 2:00 p.m.

Must attend training June 1st, 3:00 pm – Board Room or June 2nd, 4:00 pm - Board Room

S11ED-18 Tunnelton-Denver 1 Head Cook for Summer Program (30 days)

Serves breakfast and lunch 28 days plus two days for prep or clean up.

Current Food Handlers' Card, ability to maintain productions records and use commercial food service equipment independently.

Dates: 06-21-11 to 07-29-11
Shift: 6:00 a.m. - 2:00 p.m.

Must attend training June 1st, 3:00 pm – Board Room or June 2nd, 4:00 pm - Board Room

S11ED-19 County 2 Substitute Cook/Custodians for Summer Program

Prepares and serves breakfast and lunch Mon-Friday wherever needed .

Current Food Handlers' Card, ability to maintain productions records and use commercial food service equipment independently and janitorial experience.

Dates: As needed (06-13-11 to 08-12-11)
Shift: As needed within time range (6:00 a.m. - 2:00 p.m.)

COOKS NOT PERMITTED TO WORK ON JUNE 20 – HOLIDAY.

PRESTON COUNTY SCHOOLS OFFERS PUBLIC EMPLOYEES INSURANCE, RETIREMENT AND BOARD OFFERED DENTAL/OPTICAL PLAN.

REFERENCE: Policy 8-18

