



Post Office Box 309, Boonville, NC 27011  
 533 N Carolina Avenue Highway 601 N  
 Telephone (336) 367-7251 – Fax (336) 367-3637  
 Serving: Davie, Stokes, Surry, and Yadkin Counties

<b>To:</b>	Interested Persons: <ul style="list-style-type: none"> <li>• YVEDDI Service Centers</li> <li>• Surry Community College</li> <li>• Employment Security Commission</li> </ul>
<b>From:</b>	Kathy Payne, Executive Director <i>Kathy Payne 5-10-15</i> Yolanda Saffo, Program Coordinator/Center Director
<b>Date:</b>	4/8/2015
<b>Re:</b>	<b>JOB VACANCY</b>
<b>Position Title:</b>	<b>Food Service Assistant/Custodian</b>
<b>Location Address:</b>	113 Maple Street, Boonville, NC 27011
<b>Work Schedule:</b>	Monday-Friday (June-October) 25-30 hours per week-Part Time-Seasonal
<b>Wage Range:</b>	\$7.50 to \$7.88 per hour DOE
<b>Starting Date:</b>	June 1, 2015
<b>Job Objective:</b>	<ol style="list-style-type: none"> <li>1. maintains building and grounds</li> <li>2. solicits and documents in-kind from vendors, parents and community</li> <li>3. adheres to the guidelines established by Head Start and YVEDDI</li> <li>4. pick up and unload supplies as assigned</li> <li>5. assists with parent involvement at the local level</li> <li>6. complies with OSHA regulations and assists with implementation of safety plans, including hazardous chemical plan</li> <li>7. substitute in food prep areas, classrooms or on vans when required</li> <li>8. must be sensitive to the needs of migrant families</li> </ol>
<b>Education Requirements:</b>	<p><b>Preferred:</b> Serve Safe Food Managers Certification, High School Diploma or General Equivalency Diploma (GED) and must be at least 18 years of age.</p> <p><b>Accepted:</b> Obtainment of GED within two (2) years. Obtainment of State and/or Food Handlers' Certification within one (1) year and documented years of relevant experience and must be at least 18 years of age.</p>
<b>Close Out Date</b>	Until Filled
<b>Contact:</b>	<p>Employment Application available for download at  <a href="http://www.yveddi.com">www.yveddi.com</a></p> <p>Yolanda Saffo  <a href="mailto:ysaffo@yveddi.com">ysaffo@yveddi.com</a></p>

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