

**PENN YAN CENTRAL SCHOOL DISTRICT
BUSINESS OFFICE
ONE SCHOOL DRIVE
PENN YAN, NY 14527-1099
(315) 536-3373**

Notice to Classified (Non-Teaching) Personnel and Administrators

DATE: August 6, 2025


RE: Notice of Position Vacancy

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This notice is in compliance with the conditions stated in the CSEA Agreement under Article X. Please be advised that applications are being accepted to fill the following positions:

Food Service Helper – anticipated position available at PYA, approximately 4 hours/day; 10 months per year; \$16.80/hour.

Apply to Dr. Gregory S. Baker, Superintendent of Schools, One School Drive, Penn Yan, NY 14527, by August 13, 2025 at 3:00 p.m. Applicants must be Yates County Civil Service approved.



Dr. Gregory S. Baker
Superintendent of Schools



FOOD SERVICE HELPER

Jurisdiction Class:	Labor
Civil Division:	ALL
Adopted by YCCSC:	4/3/1997
Revised by PO:	6/15/2017
Revised by PO:	1/11/2019

DISTINGUISHING FEATURES OF THE CLASS:

Under the general supervision of the applicable supervisor the incumbent of this position routinely assists in the preparation, cooking and serving of a variety of foods in large quantities for us in a nutritional program. The work involves responsibility for the preparation and service of food and the cleaning of kitchen equipment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in loading food trays on carts;
Follows standardized recipes for accurate food preparation;
Receives and inspects food to be cooked;
Assists in preparation, cooking, and serving of food in large quantities;
Cleans refrigerators, coolers, dishwashers and other kitchen equipment;
Cleans work area;
Sweeps, mops and cleans the kitchen, serving area, dish room and other applicable areas;
Cleans dining rooms and wipes off tables;
Washes dishes, pots and pans by hand or uses the dishwasher;
May receive stock items and put them in proper place when necessary;
Prepares simple foods such as sandwiches, salads, soup and a variety of other food;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods and equipment used in the preparation, cooking and service of food in large quantities;
Working knowledge of proper food service and kitchen appliances;
Working knowledge of modern cleaning methods and the use of cleaning supplies and appliances;
Working knowledge of basic arithmetic;
Ability to follow simple oral and written directions;
Ability to get along well with others;
Ability to accurately handle money;
Patience;
Tact;
Reliability;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None are required.

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Civil Division:	County
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