

**Hopkinton Public Schools**  
*An Equal Opportunity Employer*



**NOTICE OF VACANCY**

**Job Posting # 18-79**

**Opening Date: June 25, 2018**

**Closing Date: Open Until Filled**

**TITLE:** Cafeteria – Assistant Cook/Baker  
**TYPE OF POSITION:** Full-time; 6 hours/day, 30 hours/week  
Salary per contract, range \$14.41-\$16.87/hour; commensurate with experience  
**LOCATION:** Marathon School, Hopkinton, Massachusetts  
**AREA OF CONSIDERATION:** All qualified candidates

The **Cafeteria Assistant Cook/Baker** assists in the preparation, presentation, and clean-up of school meals. The Cafeteria Assistant Cook/Baker reports to the Cafeteria Manager, the Director of Food Services, and the School Principal.

**DUTIES**

*Duties include, but are not limited to:*

1. To prepare and serve food to students and staff, according to instructions;
2. To act as cashier;
3. To clean any area of kitchen according to sanitary regulations;
4. To store all food properly;
5. To follow all safety instructions when using equipment;
6. To act as back-up for the Cafeteria Manager, as needed;
7. Other duties, as assigned.

**QUALIFICATIONS**

*To be considered qualified for this position, candidates must have the following:*

1. Middle school graduate or GED preferred;
2. Ability to read basic operating and use instructions;
3. Ability to give and receive instructions and information;
4. Basic knowledge of food service and sanitation practices;
5. Such alternatives to the above qualifications as the Food Service Director or Superintendent may find appropriate.

## **APPLICATION PROCEDURE**

*To be considered for this vacancy, please reference only job posting #18-79 and your last name (as, #18-79 Jones) in the subject line, and submit:*

1. Current employees of the school system may apply by submitting a letter to the Human Resources Director, indicating their interest. The letter should outline skills, training, and experience relative to the position.
2. Other applicants should complete and submit a Hopkinton Public Schools application for employment (attached to the end of this vacancy announcement, and also available at the address below, and on our web site at: <http://www.hopkinton.k12.ma.us>), which should include the contact information for at least three professional references.

Submit the above required information to: [hpsjobs@hopkinton.k12.ma.us](mailto:hpsjobs@hopkinton.k12.ma.us) **Please note:** this address is for application materials only. *E-mail is our preferred method of application, however, if you wish to apply by mail, please send your application to:*

Human Resources (Job Vacancy #18-79)  
Hopkinton Public Schools  
89 Hayden Rowe  
Hopkinton, MA 01748

### **Incomplete submissions will not be considered.**

*The Hopkinton Public School System does not discriminate on the basis of race, color, religion, national origin, age, gender, gender identity, sexual orientation, genetic information, or disability in admission to, access to, employment in, or treatment in its programs and activities. The Hopkinton Public School district is an equal opportunity employer, committed to diversity in our workplace. The school system's educational philosophy and personnel goals, including the goal of equal employment opportunity, will be considered in filling all positions.*

**HOPKINTON PUBLIC SCHOOLS**

89 Hayden Rowe Street, Hopkinton MA 01748

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**APPLICATION FOR EMPLOYMENT**

Application for the position of \_\_\_\_\_

**NAME**

\_\_\_\_\_

Last

First

Initial

Social Security #

**ADDRESS**

\_\_\_\_\_

Street and Number

Town/City

State and Zip Code

Telephone Number (s)

**APPLICABLE LICENSES**

Licenses and/or Certificates-- List Types and Numbers

**EDUCATION/TRAINING**

SCHOOLS/ PROGRAMS	DATES ATTENDED / / to / /	GRADUATION DATE	DEGREE/MAJOR DIPLOMA/CERT.
Middle School ↑			
College(s) ↑			
Graduate Degrees ↑			

Certificate Program (s) ↑

**WORK EXPERIENCE RELATED TO POSITION**

List Current or most recent position first

POSITION	SCHOOL/COMPANY	DATES EMPLOYED
		/ / to / /
		/ / to / /
		/ / to / /
		/ / to / /
		/ / to / /
		/ / to / /

**REFERENCES**

NAME*	POSITION	SCHOOL/COMPANY	TOWN	PHONE NUMBER

**\*IMPORTANT:** Circle direct supervisors.

**APPLICANT GENERAL STATEMENT**

IN YOUR OWN HANDWRITING, PLEASE PROVIDE A BRIEF STATEMENT PROVIDING ADDITIONAL INFORMATION REGARDING YOUR CANDIDACY. ADDITIONAL PAPER MAY BE USED TO COMPLETE THIS SECTION.

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I hereby verify that the statements I have made in this application are true and complete. I understand that if I am hired, any false or incomplete statements in this application will be grounds for immediate discharge. And, I hereby authorize you to investigate my employment and personal history.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

*The Hopkinton Public School System does not discriminate on the basis of race, color, religion, national origin, age, gender, gender identity, sexual orientation, genetic information, or disability in admission to, access to, employment in, or treatment in its programs and activities. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The Hopkinton Public School System requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.*