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**Position Announcement**

**June 2017**

**POSITION:** Food Service Employee **Application Deadline:** June 29, 2016

**Position Status:** Part-time

**Job Responsibilities:**

Under general supervision, prepares and serves a variety of food items for the Childcare center.  Operates and maintains food service equipment. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position may require travel to any of the satellite locations with the College’s service area.

**Minimum Qualifications:**

* No minimum qualifications

**Preferred Qualifications, in addition to minimum qualifications:**

* Six (6) month’s work experience as an assistant in preparing, cooking, and serving food in a food service operation **OR** any combination of experience which would have given the necessary knowledge, skills, and ability to perform the job duties of the position
* ServSafe Certification
* Experience with CACFP
* Familiar with Bright from the Start licensing rules
* Familiar with Health Department regulations

**Projected Work Schedule / Location:**

This position will be located at the Warner Robins Childcare Development Center; projected to work 12:00 p.m. to 5:00 p.m., Monday to Friday. This position is eligible to work up to 29 hours per week, actual work schedule will be based upon on need.

**Salary / Benefits:**

$7.50 gross per hour. This part-time position is limited to a maximum of 29 work hours a week; actual schedule based on need, and does not imply or suggest a promise of future full-time employment. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). Part-time positions not eligible for TRS or ERS retirement benefits, state insurance, leave or holiday pay.

**Application Procedure:**

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center.  A completed application packet consists of the following:

* A completed CGTC online application
* Current Resume or CV that outlines qualifications that demonstrates the applicant meets the minimum qualifications and if applicable, the preferred qualifications of the position
* Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
* Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
* Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts.  Educational credentials, degrees, or coursework cannot be considered without transcripts.  Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

**All applicants are subject to the following applicable pre-employment screenings:**

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| --- | --- |
| Criminal History Records | Motor Vehicle Records |
| Employment References | Pre-Employment Drug Test |
| Fingerprint Records | Credit History Records |
| Psychological Screening | Medical Examination |
| Department of Driver Services Screening |  |

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; Room A136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: [cajohnson@centralgatech.edu](mailto:lhampton@centralgatech.edu)

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.