

Tracy Jones, Director  
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Department of Social Services  
106 East Morgan Street  
Brevard, NC 28712

## **POSITION VACANCY**

May 11, 2017

**CLASSIFICATION:** HUMAN RESOURCES AIDE/KITCHEN AIDE  
PART TIME-20 HRS PER WEEK  
Grade 4

**HIRING SALARY:** \$10.58 - \$11.11 hr.

**DEPARTMENT:** CHILD DEVELOPMENT/  
NEW ADVENTURE LEARNING CENTER

**DESCRIPTION:** This position will serve as the kitchen aide for the child care center serving in all aspects from food handling, measurements, light cooking, preparation and distribution to classrooms, as well as clean up and inventory. In addition, this position may provide limited supervision of children, housekeeping tasks, laundry, and other duties as needed

**QUALIFICATIONS:** Ability to work independently. Ability to comprehend and abide by NC Child Care rules and regulations as they pertain to areas of assignment with a high importance in the area of excellent sanitation. Good organizational and time management skills. Ability to assist children safely and efficiently; to relate to children and parents; to follow written and verbal directions; to record basic data; to report observations to supervisor; and to perform required physical tasks.

Preference may be given to applicants with high school diploma or equivalency, Serve Safe certification, previous experience in food service for medium to large groups, NC Early Childhood Credential, and/or previous child care experience.

**MINIMUM EDUCATION AND EXPERIENCE:** Demonstrated possession of abilities and skills as described above under qualifications.

**DATE AVAILABLE:** Immediately

**CLOSING DATE:** May 19, 2017

**APPLICATION PROCESS:** Apply with NCWorks Career Center of Transylvania County at Blue Ridge Community College, 45 Oak Park Drive, Brevard, NC 28712 by 4:30pm on date of closing.

For more information contact: Ann Canon, Center Director  
Transylvania County Child Development  
260 South Gaston Street, Brevard, NC 28712  
(828) 884-1880