

**NOTICE OF JOB VACANCY**

Posting Date: July 15, 2025

**POSITION: Part-time Food Service Helper**

**Minimum Qualifications:**

This is routine manual work performed under immediate supervision in connection with the preparation and service of food. On occasion, Food Service Helpers may perform cooking duties involving lesser degrees of skill than regularly required of employees in the classification of Cook. Does related work as required.

**Salary:** As per CSEA contract – Benefits include Health Insurance as well as Sick and Personal time  
Ten (10) Month Position

**Hours:** 4 hours per day (7:30 a.m. to 11:30 a.m.)

**Work Location:** Naples Elementary School

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**APPLICATION PROCEDURE:**

- Complete the Ontario County Civil Service form through the Ontario County: <https://ontario-portal.mycivilservice.com/> and under *Current Vacancies*, click on the *Naples School –Food Service Helper position to apply*.

***Applications must be submitted by:  
Friday, August 1, 2025***

The Naples Central School District offers employment opportunities without regard to sex, race, color, national origin or handicap. Inquiries regarding this nondiscrimination policy may be directed to:  
Title IX Coordinator, c/o Naples Central School, 136 North Main Street, Naples, NY 14512.

**Naples Central School**  
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**Salary:** As per CSEA contract – Benefits include Health Insurance as well as Sick and Personal time  
Ten (10) Month Position

**Hours:** 3 hours per day (9:30 a.m. to 12:30 p.m.)

**Work Location:** Naples High School

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## FOOD SERVICE HELPER

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work performed under immediate supervision in connection with the preparation and service of food. On occasion, Food Service Helpers learn and may perform cooking duties involving lesser degrees of skill than regularly required of employees in the classification of Cook. The work is performed under supervision of a Cook or other higher-level supervisor with limited leeway allowed for the exercise of independent judgement in carrying out the details of the work. Does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Works on tray line, placing food or beverage on trays according to menu and dietary requirements;  
Transfers trays to and from dining areas;  
Assists in the preparation of salads and desserts;  
Helps the Cook or Cook-Manager in any phase of food preparation;  
Slices and grinds meat, cheeses, vegetables, etc.;  
Cleans dining rooms, dish, and linen closets;  
Cleans, washes, and otherwise prepares vegetables and fruit for cooking;  
Washes dishes, pots, and pans by hand or by machine;  
Sweeps, mops, and cleans kitchen and serving area;  
Prepares trays of between-meal nourishment;  
Assists with receiving and storing food and supplies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of proper methods of serving food and of the care of tableware, glassware, silver, and kitchen appliances; ability to follow oral and written directions and to make simple arithmetic computations; physical and mental condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None is required.

APPROVED: SEPTEMBER 14, 1993

REVISED: DECEMBER 1, 2022

CIVIL SERVICE CLASSIFICATION: LABOR