



# FAIRFIELD CITY SCHOOLS

## PROMOTIONAL PROCESS FOR COOK COMPASS ELEMENTARY

The Fairfield Civil Service Commission is conducting a promotional process to establish candidates for the position of Cook at Compass Elementary. Applications for this process will be accepted starting Friday, June 2, 2017.

Please apply online at:

<https://www.applitrack.com/bcc/onlineapp/jobpostings/view.asp?district=37905>

Cooks are in charge of preparing and serving food in the assigned school building cafeteria. This position could be responsible for supervising the work of other employees designated to assist; keeping records as required; conferring with Head Cook on various job duties; and all other duties inherent with the position.

Applicant must be a permanent, certified employee of the Fairfield School District in a Food Service Assistant position and must have completed their probationary period; have ServSafe Level I certification; have a thorough knowledge of approved food service requirements; be able to prepare and serve food; be capable of instructing and supervising others; be capable of maintaining good public relations with students and adults, and be able to perform all essential functions of the position.

To qualify to enter the process, applicants must have received an average of 3, or satisfactory, on each of their evaluations for the previous, up to, three years. Process includes a review of your personnel file, attendance records for the last (up to) five years and a structured oral interview. The accumulation of points culminating from the three areas mentioned above is defined in Rule VII and Exhibit A of the Civil Service Rules and Regulations.

Please apply online starting Friday, June 2; deadline for applying is Thursday, June 8<sup>th</sup> at 5pm. **NO EXCEPTIONS.**

Probationary Period: Three working months

Salary Range: \$12.07 - \$12.90

For the Commission:

Lindsey Margerum

[www.fairfield-city.org](http://www.fairfield-city.org)

EOE/ADA