



# **Mount Vernon City Schools**

## **3 ¾ Hour Cook at Twin Oak Elementary School 2025-26 School Year**

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*Help us continue the tradition of excellence in education!*

### **POSITION:**

- Part time Cook position at Twin Oak Elementary School.

### **DESCRIPTION:**

- Hours to be worked are 9:15 a.m. – 1:00 p.m. This position will follow the Cook work calendar. Work calendars are subject to change in the event of calamity days or changes agreed upon by the Administration and Union.
- This is a school year position.
- This position will be on a 26 week stretch pay schedule (to be paid over holidays, breaks and summer).

### **APPLICATION PROCEDURE:**

Complete application – Only applications submitted online at <https://www.applitrack.com/mvcsd/onlineapp> will be accepted. We will not accept hard copy applications.

- Submit a letter of interest listing your qualifications and why we should consider you for this position.
- Submit a current resume with references.

**APPLICATION TIMELINE:** Online application materials accepted until position is filled

### **Mount Vernon City Schools is an Equal Opportunity Employer**

*Mount Vernon City Schools ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Mount Vernon City Schools has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources*

**Date Posted:** Thursday July 31, 2025