



WYOMING COUNTY SCHOOLS

19 Park Street, PO Box 69 Pineville, WV 24874

Telephone: (304) 732-6262 FAX: (304) 732-7226 Website: <http://boe.wyom.k12.wv.us>

Inspiring Our Students to Learn, Dream, and Achieve!

Board of Education Members

Michael R. Prichard, President

Allan R. Stiltner, Vice President

Morgan K. "Mike" Davis

Betty F. England

Douglas E. Lester

Deirdre A. Cline, Superintendent
Rebecca S. Cooke, Assistant Superintendent
N. Robin Hall, Assistant Superintendent

POSITION ANNOUNCEMENT **SERVICE PERSONNEL**

POSITION TITLE:

- One (1) Half-Time Cook (7:30 a.m.-11:30 a.m.) - Glen Fork Elementary and Middle School
Summer Feeding Program - June 13, 2019 - July 29, 2019
- One (1) Half-Time Cook (7:30 a.m. - 11:30 a.m.)- Herndon Consolidated Elementary & Middle School
Summer Feeding Program - June 13, 2019 - July 29, 2019
- One (1) Half-Time Cook (7:30 a.m.-11:30 a.m.) - Mullens Elementary School
Summer Feeding Program - June 13, 2019 - July 29, 2019
- One Half-Time Custodian - Glen Fork Elementary and Middle School
Energy Express Program - June 13, 2019 - July 29, 2019
- One Half-Time Custodian - Herndon Consolidated Elementary & Middle School
Energy Express Program - June 13, 2019 - July 29, 2019
- One Half-Time Custodian - Mullens Elementary School
Energy Express Program - June 13, 2019 - July 29, 2019
- One (1) Half-Time Bus Operator - Glen Fork Area - All of Glen Fork School Area - AS NEEDED
Energy Express Program - June 17, 2019 - July 26, 2019
- One (1) Half-Time Bus Operator - Herndon Area - Herndon, Basin Mountain - AS NEEDED
Energy Express Program - June 17, 2019 - July 26, 2019
- One (1) Half-Time Bus Operator - Herndon Area - Bud/Alpoca, Bud Mountain - AS NEEDED
Energy Express Program - June 17, 2019 - July 26, 2019
- One (1) Half-Time Bus Operator - Mullens Area - Rt. 54/Maben, Stephenson - AS NEEDED
Energy Express Program - June 17, 2019 - July 26, 2019
- One (1) Half-Time Bus Operator - Mullens Area - Mullens Hill, Itmann - AS NEEDED
Energy Express Program - June 17, 2019 - July 26, 2019

DEADLINE FOR RECEIPT

OF APPLICATION: 4:00 p.m., May 16, 2019

APPLY TO: Deirdre A. Cline, Superintendent
Wyoming County Schools
19 Park Street, P.O. Box 69
Pineville, WV 24874
Telephone: (304) 732-6262

Applicants are responsible for providing all information relative to their qualifications. Information already contained in an applicant's personnel file need not be supplied by an applicant. However, applicants are responsible for verifying the completeness and accuracy of information contained in his or her personnel file. If appropriate, applicant needs to supply proof of eligibility for a permit from an accredited college/university.

IF YOU ARE INTERESTED IN APPLYING FOR ANY OF THESE POSITIONS, YOU MUST SUBMIT A BID FORM OR LETTER OF APPLICATION FOR THE PARTICULAR POSITION.

EQUAL OPPORTUNITY EMPLOYER



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POSITION ANNOUNCEMENT

SERVICE PERSONNEL

- POSITION TITLE:** One (1) Half-Time Cook (7:30a.m. - 11:30 a.m.) - Glen Fork Elementary and Middle School
Summer Feeding Program - June 13, 2019 - July 29, 2019
- RESPONSIBLE TO:** Wyoming County Board of Education and its Designated Officers
- DUTIES AND RESPONSIBILITIES:**
1. Maintain standards of work and conduct as determined by the Food Service Department.
 2. Assigns tasks to other kitchen employees and is responsible for training new kitchen personnel.
 3. Prepares menus, when necessary, that meet standards and prevailing food patterns of different age students.
 4. Inventories and orders food and supplies.
 5. Verifies invoices for cost, quality, and quantity of deliveries.
 6. Monitors portion and quality control.
 7. Maintains accurate daily records for milk and meals.
 8. Is knowledgeable to the functions of kitchen equipment and responsible for its use, care, and repair.
 9. Assists in preparing meals and clean-up after meals.
 10. Performs other related tasks as assigned by supervisor.
- MINIMUM QUALIFICATIONS:**
1. A valid Wyoming County Foodhandlers Permit
 2. Proficient in all areas of cooking and food preparation with a background in institutional or commercial cooking preferred
 3. Should be able to read recipes and make necessary calculations for ingredient measurements
 4. Should have a functional working skill in the operation of all types of school kitchen equipment
 5. Demonstrates qualifications further detailed in job description
- DEADLINE FOR RECEIPT OF APPLICATION AND/OR RESUME:** 4:00 p.m., May 16, 2019
- EFFECTIVE DATE:** May 10, 2019
- SALARY:** As Per County Salary Schedule
- APPLY TO:** Deirdre A. Cline, Superintendent
Wyoming County Board of Education
P.O. Box 69
Pineville, WV 24874
Telephone: (304) 732-6262

DISCRIMINATION PROHIBITED : The Board of Education of the County of Wyoming does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Terry Thorn, Wyoming County Title IX Coordinator, 19 Park Street, P.O. Box 69, Pineville, WV 24874, Phone: (304) 732-6262, ext. 1219.



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POSITION ANNOUNCEMENT

SERVICE PERSONNEL

- POSITION TITLE:** One (1) Half-Time Cook (7:30a.m. - 11:30 a.m.) - Herndon Consolidated Elementary and Middle School
Summer Feeding Program - June 13, 2019 - July 29, 2019
- RESPONSIBLE TO:** Wyoming County Board of Education and its Designated Officers
- DUTIES AND RESPONSIBILITIES:**
1. Maintain standards of work and conduct as determined by the Food Service Department.
 2. Assigns tasks to other kitchen employees and is responsible for training new kitchen personnel.
 3. Prepares menus, when necessary, that meet standards and prevailing food patterns of different age students.
 4. Inventories and orders food and supplies.
 5. Verifies invoices for cost, quality, and quantity of deliveries.
 6. Monitors portion and quality control.
 7. Maintains accurate daily records for milk and meals.
 8. Is knowledgeable to the functions of kitchen equipment and responsible for its use, care, and repair.
 9. Assists in preparing meals and clean-up after meals.
 10. Performs other related tasks as assigned by supervisor.
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POSITION ANNOUNCEMENT

SERVICE PERSONNEL

- POSITION TITLE:** One (1) Half-Time Cook (7:30a.m. - 11:30 a.m.) - Mullens Elementary School
Summer Feeding Program - June 13, 2019 - July 29, 2019
- RESPONSIBLE TO:** Wyoming County Board of Education and its Designated Officers
- DUTIES AND RESPONSIBILITIES:**
1. Maintain standards of work and conduct as determined by the Food Service Department.
 2. Assigns tasks to other kitchen employees and is responsible for training new kitchen personnel.
 3. Prepares menus, when necessary, that meet standards and prevailing food patterns of different age students.
 4. Inventories and orders food and supplies.
 5. Verifies invoices for cost, quality, and quantity of deliveries.
 6. Monitors portion and quality control.
 7. Maintains accurate daily records for milk and meals.
 8. Is knowledgeable to the functions of kitchen equipment and responsible for its use, care, and repair.
 9. Assists in preparing meals and clean-up after meals.
 10. Performs other related tasks as assigned by supervisor.
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1. A valid Wyoming County Foodhandlers Permit
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POSITION ANNOUNCEMENT

SERVICE PERSONNEL

POSITION TITLE: One Half-Time Custodian - Glen Fork Elementary and Middle School
Energy Express Program - June 13, 2019 - July 29, 2019

RESPONSIBLE TO: Wyoming County Board of Education and its Designated Officers

DUTIES AND RESPONSIBILITIES: To keep buildings clean and free of refuse and other additional duties assigned by the principal in the upkeep of school facilities. Work schedule will be determined by the principal.

MINIMUM QUALIFICATIONS: To be physically able to perform the assigned duties and responsibilities of a building custodian. Demonstrates qualifications further detailed in job description.

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POSITION ANNOUNCEMENT

SERVICE PERSONNEL

POSITION TITLE: One Half-Time Custodian - Herndon Consolidated Elementary and Middle School
Energy Express Program - June 13, 2019 - July 29, 2019

RESPONSIBLE TO: Wyoming County Board of Education and its Designated Officers

DUTIES AND RESPONSIBILITIES: To keep buildings clean and free of refuse and other additional duties assigned by the principal in the upkeep of school facilities. Work schedule will be determined by the principal.

MINIMUM QUALIFICATIONS: To be physically able to perform the assigned duties and responsibilities of a building custodian. Demonstrates qualifications further detailed in job description.

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POSITION ANNOUNCEMENT

SERVICE PERSONNEL

POSITION TITLE: One Half-Time Custodian - Mullens Elementary School
Energy Express Program - June 13, 2019 - July 29, 2019

RESPONSIBLE TO: Wyoming County Board of Education and its Designated Officers

DUTIES AND RESPONSIBILITIES: To keep buildings clean and free of refuse and other additional duties assigned by the principal in the upkeep of school facilities. Work schedule will be determined by the principal.

MINIMUM QUALIFICATIONS: To be physically able to perform the assigned duties and responsibilities of a building custodian. Demonstrates qualifications further detailed in job description.

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N. Robin Hall, Assistant Superintendent

POSITION ANNOUNCEMENT

SERVICE PERSONNEL

- POSITION TITLE:** One (1) Half-Time Bus Operator - Glen Fork Area - All of Glen Fork
AS NEEDED
Energy Express Program - June 17, 2019 - July 26, 2019
Buses will be parked at designated area somewhere between pick-up and the school served. If the required student enrollment is not met, the bus operator for this position will not be hired.
- RESPONSIBLE TO:** Wyoming County Board of Education and its Designated Officers
- DUTIES AND RESPONSIBILITIES:**
1. Person employed to operate school buses and other school transportation vehicles as provided by the State Board of Education
 2. Perform any other duties assigned by the Transportation Director and/or Superintendent of Schools
- MINIMUM QUALIFICATIONS:**
1. Must meet the requirements of the State of West Virginia as a school bus operator
 2. Demonstrates qualifications further detailed in job description
- DEADLINE FOR RECEIPT OF APPLICATION AND/OR RESUME:** 4:00 p.m., May 16, 2019
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POSITION ANNOUNCEMENT

SERVICE PERSONNEL

- POSITION TITLE:** One (1) Half-Time Bus Operator - Herndon Area - Herndon, Basin Mountain
AS NEEDED
Energy Express Program - June 17, 2019 - July 26, 2019
Buses will be parked at designated area somewhere between pick-up and the school served. If the required student enrollment is not met, the bus operator for this position will not be hired.
- RESPONSIBLE TO:** Wyoming County Board of Education and its Designated Officers
- DUTIES AND RESPONSIBILITIES:**
1. Person employed to operate school buses and other school transportation vehicles as provided by the State Board of Education
 2. Perform any other duties assigned by the Transportation Director and/or Superintendent of Schools
- MINIMUM QUALIFICATIONS:**
1. Must meet the requirements of the State of West Virginia as a school bus operator
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POSITION ANNOUNCEMENT

SERVICE PERSONNEL

- POSITION TITLE:** One (1) Half-Time Bus Operator - Herndon Area - Bud/Alpoca, Bud Mtn.
AS NEEDED
Energy Express Program - June 17, 2019 - July 26, 2019
Buses will be parked at designated area somewhere between pick-up and the school served. If the required student enrollment is not met, the bus operator for this position will not be hired.
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POSITION ANNOUNCEMENT

SERVICE PERSONNEL

- POSITION TITLE:** One (1) Half-Time Bus Operator - Mullens Area- Rt. 54/Maben, Stephenson
AS NEEDED
Energy Express Program - June 17, 2019 - July 26, 2019
Buses will be parked at designated area somewhere between pick-up and the school served. If the required student enrollment is not met, the bus operator for this position will not be hired.
- RESPONSIBLE TO:** Wyoming County Board of Education and its Designated Officers
- DUTIES AND RESPONSIBILITIES:**
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N. Robin Hall, Assistant Superintendent

POSITION ANNOUNCEMENT

SERVICE PERSONNEL

- POSITION TITLE:** One (1) Half-Time Bus Operator - Mullens Area- Mullens Hill, Itmann
AS NEEDED
Energy Express Program - June 17, 2019 - July 26, 2019
Buses will be parked at designated area somewhere between pick-up and the school served. If the required student enrollment is not met, the bus operator for this position will not be hired.
- RESPONSIBLE TO:** Wyoming County Board of Education and its Designated Officers
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