



Ellisville State School

1101 Highway 11 South ♦ Ellisville, Mississippi, 39437
601-477-5625 ♦ 601-477-5710 fax

Vacancy Announcement

Food Services Worker (Contract/Part Time)

THIS IS A CONTRACT POSITION WITH NO BENEFITS

Position Open: April 3, 2023

Position Close: until filled

Location: PDC Unit or Pecan Grove Unit or Hillside Unit

Salary Range: \$11.00 Hr.

Schedule: 15 hrs. Week / 1:30 pm to 6:30 pm

Sunday – Tuesday Shift or Wednesday – Friday Shift

Schedule subject to change with the needs of the IID Program.

The Agency reserves the right to renew the contract for up to two (2) years beyond the initial contract term, at the same rate of pay per hour and hours per week.

Position Description:

Responsible for preparing and distributing food items according to menu, required amounts, and established standards. Complies with sanitation and safety guidelines to ensure work areas, appliances, and utensils are kept clean and orderly. Operates all kitchen equipment such as stoves, ovens, deep fat fryers, etc. Monitors, and controls kitchen appliances, utensils, and equipment. Performs custodial work, and serves as public representative. Other responsibilities include performing duties in associated with the preparation of food according to established standards. Follows standardized recipes, measures ingredients accurately, and performs work in the area of food preparation. Follows regulations and procedures concerning food safety and sanitation. Follows proper procedures for checking and cleaning cooking equipment and utensils.

Education/Experience: High School Diploma or GED. Preference will be given to applicant with Health Facility Kitchen background.

Employees of Ellisville State School cannot be considered for this position unless they resign from their current position.

Interested applicants can submit an application at the Ellisville State School Office of Human Resources or Win Job Center, Laurel or Hattiesburg, MS. For questions about applying please call 601-477-5625.

It is expressly understood that the above description of job duties and expectations are subject to change based on the needs of Ellisville State School.

Upon contingent employment offer, Contract Workers must complete a background check, pre-employment drug test, and submit documentation of COVID-19 vaccination or an accommodation request related to vaccination status.

Ellisville State School is an Equal Opportunity Employer