



Ellisville State School

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

Vacancy Announcement

Warehouse Associate/Truck Driver CONTRACT POSITION

Position Open: April 3, 2023

Position Close: Until Filled

Salary Range: \$16.00 an hour/up to 20 hours per week 6:00 a.m. – 5:00 p.m. Saturday and Sunday

Location: Food Services

Position Description: Follow assigned work schedule with emphasis on meeting time lines for food and supply delivery to unit kitchens; will routinely be assigned Food Service Worker duties to meet the needs of the department; ensure food delivery truck and equipment used to transport food and supplies remains clean and sanitary; operate all kitchen equipment such as stoves, ovens, deep fat fryers, etc.; monitor and control kitchen appliances, utensils and equipment; perform custodial work and serve as public representative; perform duties associated with the preparation of food according to established standards; follow standardized recipes, measure ingredients accurately and perform work in the area of food preparation; follow procedures for safe food handling and transportation as outlined in the departmental policy and procedures, the ESS Food Safety and Training Manual and as directed by the employee's supervisor; maintain all equipment and supplies in a manner consistent with departmental policies and procedures; monitor and report, in writing, problems with the working condition of the assigned food delivery truck; ensure all needed repairs are properly reported.

EDUCATIONAL/EXPERIENCE REQUIREMENTS: Typically requires a high school diploma or equivalent and 0-2 years experience. Must have a valid Mississippi Driver's license and a safe driving record.

Employees of Ellisville State School cannot be considered for this position unless they resign from their current state service 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 601-477-5615.

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, employees 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