



Community Presbyterian Church  
Thomas B. Hargrave Educational Center  
Board of Directors  
801 Tazewell Street  
Portsmouth, VA 23701  
Rev. Dr. Wilbur C. Douglass, III, Pastor  
Church: (757) 485-9077/ Fax: (757) 485-3842  
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## VACANCY ANNOUNCEMENT

**Position:** Cook/Food Server, Thomas B. Hargrave Educational Center  
**Location:** 801 Tazewell Street, Portsmouth, Virginia  
**Application Timeline:** Open September 24, 2020, until filled  
**Salary:** Hourly Rate, based on education and experience  
**Employment:** 12 months, part time

### **GENERAL DEFINITION AND CONDITION OF WORK:**

Performs responsible semi- skilled work in planning, preparing and serving meals for children, ages 2-12, and maintaining an orderly, safe and clean kitchen; does related work as required to support teachers in assisting preschool - aged children during mealtimes. Work is performed under the general supervision of the Thomas B. Hargrave Educational Center Director.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of materials and methods used in preparing and serving meats, breads, vegetables, fruits and other foods in accordance with the breakfast and lunch menus; general knowledge of the use and care of food preparation equipment; skilled in the use of standardized and specialized kitchen utensils and equipment, general knowledge of the United States Department of Agriculture (USDA) rules and regulations and the Child and Adult Care Food Program (CACFP) patterns; able to prepare meals that are timely, palatable and appetizing; able to work well with others to accomplish goals that benefit the total educational program.

### **EDUCATION AND EXPERIENCE:**

1. High School Diploma required; Associate's or Bachelor's Degree preferred
2. Experience in preparing meals for children in a school or childcare facility
3. Certification as a "ServSafe" Food Handler

### **APPLICATION PROCEDURE:**

Please submit a resume and letter of interest to [office@cpcportsmouth.org](mailto:office@cpcportsmouth.org)

*Thomas B. Hargrave Educational Center is an Equal Opportunity Employer.*