

Food Service Assistant Manager

Opening: Food Service Assistant Manager
School: Holy Name School
628 Second Street Henderson, KY 42420

Description: We are looking for a dedicated, responsible individual to serve as the Food Service Assistant Manager at Holy Name School from 9:00 a.m. to 2:00 p.m. each school day.

Qualifications:

The employee must have the following:

- High school diploma or GED certificate.
- Competence in management skills, food preparation, mathematics, record keeping.
- Leadership and personality traits for working with team members.
- Demonstrate or develop skills in food preparation, reading and following institutional recipes.
- Demonstrate or develop skills in use, and care of institutional equipment.
- Positive attitude toward students, staff and school.
- Successfully completed the Safe Environment course.
- Has met the requirements of the Criminal Record Check as specified by Kentucky state law.

Interested candidates may apply online at www.owensborodiocese.org or send their resumes to:
Holy Name School
628 Second Street Henderson, KY 42420
ATTN: Margaret Fulkerson

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete the [USDA Program Discrimination Complaint Online Form](#) (AD-3027) found online at [How to file a Complaint](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (833) 256-1665 or (202) 690-7442; or
(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.