



## Hampton Roads Community Action Program

2410 Wickham Avenue  
P.O. Box 37  
Newport News, VA 23607

### POSITION ANNOUNCEMENT

**Position:** Substitute Food Service Worker

**Location:** Southside

**Component:** Head Start

**Qualifications:** Requires knowledge in the area of Food Service. Must have High School education or GED. Must work towards Food Service Managers Certification. Applicant must complete a physical, TB Tine Test at time of employment thereafter as required. Must have reliable transportation and valid VA Drivers License. Must have a criminal record check at the time of employment.

**Duties:** Transports food to the Head Start Center as necessary to provide safe, sanitary and pleasant meals for Head Start children and staff. Serves meals in a friendly manner. Assists the cook to prepare and serve nutritious meals. Washes dishes, silverware, pots and glasses daily according to State Health regulations of Virginia. Performs other duties as assigned by the Nutrition Coordinator

**Salary:** Hourly rate \$9.00

**Application:** Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA., 23607. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. You can also visit: [www.hrcapinc.org](http://www.hrcapinc.org) to print an application and mail to P.O. Box 37, Newport News, VA, 23607. You can also email all applications to [hrcapresume@hrcapinc.org](mailto:hrcapresume@hrcapinc.org)

**Closing Date:** Applications accepted until position is filled.

The Hampton Roads Community Action Program is an Equal Opportunity Employer