

**Valley Central School District  
Central Administration Building  
944 State Rte. 17K  
Montgomery, NY 12549  
Tel. (845) 457-2400, Ext. 18118**

## **SUBSTITUTE FOOD SERVICE HELPERS NEEDED**

**Valley Central School District is currently accepting applications for Substitute Food Service Helpers. Please submit your substitute application packet to Joan Babcock, Human Resources Department, 944 Route 17K, Montgomery, NY 12549**

**Please provide the following items in your application packet:**

- **Letter of Interest**
- **Resume**
- **Substitute Application for Employment (may be downloaded from website)**
  - *Please include the names and addresses of three people we may contact for employment verification and recommendations*
- **3 Letters of Professional Reference**

**After your application packet is received and reviewed, successful applicants will be contacted to schedule an interview with the Assistant Superintendent. The successful candidates will then be scheduled for a substitute orientation.**

*\*Please note that candidates are selected based on the needs of the district at that time.*

**If you have not previously been fingerprinted for employment clearance with the NYS Dept. of Education, you will be fingerprinted after the screening interview.**

**\*\*Please refer to our website or listen to radio broadcasts on 97.7FM, 100.7FM, 103.5FM or 104.7FM for weather-related closings. If our school district is closed, delayed or closing early, the screening appointment/orientation will be rescheduled. Please call for the rescheduled date.**