

# HUDSPETH REGIONAL CENTER



Jerrie T. Barnes, M.Ed.  
Director

100 Hudspeth Center Dr.  
Post Office Box 127-B  
Whitfield, Mississippi 39193

(601) 664-6000  
Fax: (601) 354-6945

To: All Hudspeth  
From: Lynn Rogers, Director of Dietary  
Date: March 7, 2024  
Re: Job Vacancy – Dietary Department

**Classification:** Support Care Professional III (3-Positions)

**Salary:** \$26,369.81 - \$34,460.26

**Hours:** (A-Shift Driver) 4:00am – 12:30pm – Alternating Weekends and Holidays  
(B-Shift Driver) 9:30am – 6:00pm – Alternating Weekends and Holidays

## **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

**Education:** Graduation from a four-year high school or equivalent (GED or High School Equivalency Diploma) **AND** Two (2) -Three (3) years of experience. May require a Certified Nurse Assistant (CNA) designation.

**Required Training:** Successful completion of DMH-MH-Support Care Professional Certificate Program within 90 days of hire date, as verified by the employing agency.

Main job description: Transports food and beverages to cottages; cleans food service equipment; maintains and cleans restrooms; maintains sanitation in kitchen and cafeteria.

## **Duties include but are not limited to:**

- Transports food/beverages to all campus areas utilizing proper equipment to maintain Servsafe and MSDH standards; assures food/beverages are set up in client kitchens on steam tables and refrigerator according to Servsafe and MSDH standards.
- Picks up dirty food service equipment after each meal from cottages; washes, dries and stores the food service equipment after each meal; distributes weekly menus to all the cottages.
- Maintains sanitation in kitchen and cafeteria. Sweeps, mops, vacuums and waxes kitchen, dining room, conference room and hall area of the food service facility. Sweeps entrances to building and dock area. Posts wet floor signs when mopping.
- Follows established sanitation procedures. -Cleans restrooms daily. Fills soap and towel dispensers in restrooms and kitchen and dining area. -Picks up all garbage and grease and deposits in appropriate containers.
- Cleans and inspects the dietary delivery vehicles daily. Cleans food service equipment as assigned. Assists with cleaning the storeroom, refrigerator and freezer areas as assigned. Works in cafeteria dish room as needed.
- Checks inventory of chemical supplies and paper good supplies to assist in ordering from Warehouse/Property department. Distributes chemical and paper goods to cafeteria, kitchen and cottages as needed.

- Complies with agency policies/procedures, plans and decisions as well as promotes and supports high standards of confidentiality with no incidences or reports of non-compliance.

**Applicants must be eligible to drive a state vehicle - have personal liability car insurance, a valid driver's license, and a good driving record.**

**Upon contingent employment offer, employees must complete a background check, pre-employment drug test, and submit proof of COVID-19 vaccination or accommodation request.**

Applications should be submitted to the Human Resources Department and will be accepted until the positions are filled. If you should have questions, please contact Lynn Rogers, at 601-664-6330. Any candidate who is called for an interview must notify Lynn Rogers in writing of any reasonable accommodation(s) needed prior to the date of the interview.

**THE STATE OF MISSISSIPPI/HUDSPETH REGIONAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER**