

Support Positions Requirements

All Classified Support Applicants must do the following to be considered for a position at HCBE:

1. Complete an on line application
2. Have Three Professional References recorded in your application
3. Meet the following requirements depending on the type of job you are looking for:

Clerical Staff

Education and/or Experience: High school diploma or general education degree (GED). Basic keyboarding; and telephone experience desirable; one year related experience, or equivalent combination of education and experience. Some position may require basic bookkeeping experience.

General Maintenance Workers

Education and/or Experience: A one year certificate from an accredited technical school; or six months related work experience; or equivalent combination of education and experience.

Certificate or License Required: Valid Georgia driver's license.

(Specific Jobs may require additional education or training, i.e. HVAC Journeyman, Electrician Journeyman, Plumbing Journeyman, etc.)

School Nutrition - Food Assistant

Education and/or Experience: High School diploma or GED preferred. Food service experience a plus.
Certificate or License Required: Completion of ONE required within the first year of employment. Health Department clearance required.