

**OLYMPIA SCHOOL DISTRICT NO. 111**

**Job Category: Food Services**

**Posting Dates: November 20 – 30, 2009**

The Olympia School District Human Resources Office is now accepting applications from current employees for the following positions. Interested employees may submit a transfer request by calling the District Human Resources Office at 596-6185 prior to the deadline date.

<b>Position</b>	<b>Hours/FTE</b>	<b>Location</b>
<b>Server/Helper</b>	<b>3.0 hpd (Temporary 3 Weeks)</b> <b>11:00 am – 2:00 pm</b> <b>3.0 hours per day</b>	<b>Roosevelt</b>

*Food Services Salary Schedule*

**Basic Functions:**

Assists with the production, setup and cleanup of lunch. Also assists with the preparation of Head Start’s meal program.

**Primary Responsibilities:**

- Reports to Roosevelt Elementary at 11:00a. Under the direction of the Elementary Kitchen Manager, the server/helper arranges the serving line, checks food temperatures for proper holding temperatures, and attractively arranges food to be served to students.
- Helps serve lunches according to portion sizes outlined by the Central Kitchen Coordinator.
- Will be trained to operate computerized meal count system.
- Washing of dishes, silverware, pots and pans, cleans counters and dish-machine and puts supplies away.
- Any other duties assigned by the Elementary Manager pertaining to the lunch program.
- Shift ends at 2:00p

**Knowledge and Abilities Required:**

- Good written and oral communication skills. Ability to follow written and oral instructions.
- Record keeping skills, i.e. simple arithmetic.
- Be able to make change.
- Ability to operate a computerized meal-count system.
- Knowledge of United States Department of Agriculture, National School Lunch/Breakfast requirements.
- Must be able to lift heavy or bulky objects and stand or walk on concrete floors for an extended period of time.
- Ability to get along with children and use tact and discretion with adults.
- **Must be able to fill in on occasion for Roosevelt Manager when Manager is absent.**

**Minimum Qualifications:**

High School Graduate.

**Equal Employment Opportunity:** The Olympia School District No. 111 does not discriminate on the basis of age, race, creed, color or national origin, gender, marital status, or non-job related physical, sensory or mental handicap in its educational programs, activities, employment procedures and personnel practices as required by state and federal laws. Experience and expertise in working with individuals from diverse backgrounds are desirable in applicants for all district positions. Inquiries or complaints regarding compliance with these laws should be directed to Affirmative Action Officer, Beth Scouller, Olympia School District No. 111, 1113 Legion Way S.E., Olympia, Washington 98501 (360) 596-6185. Complaint forms are available from the Affirmative Action Officer for concerns in the regulated areas of Affirmative Action, Title IX (Education Amendments of 1972) and Section 504 (Vocational Rehabilitation Act of 1973).

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities are asked to notify the Personnel Office at least three days prior to the date on which the requested accommodation is needed. Personnel Officer: Voice: **(360) 596-6185** or TDD: **(360) 596-7537** or **FAX: 360-596-6181.**

## JOB DESCRIPTION

**Position:** Server/helper (temporary possibly until January 1st)  
**Responsible to:** Kitchen Manager  
**Location:** Capital High School  
**Hours:** 10:00 am -1:30 pm -- 3.50 hours per day

### **Basic Functions:**

- Assists with the production, setup and cleanup of lunch and the snack bar. Operates a computerized cash register.

### **Primary Responsibilities:**

- Under the direction of the High School Manager, the server/helper, checks food temperatures for proper holding temperatures, and attractively arranges and serves food to students. Primary responsibility is the set up of the snack bar.
- Will be trained to operate computerized meal count system.
- Washing of dishes, silverware, pots and pans, cleans counters and dish-machine and puts supplies away.
- Any other duties assigned by the High School Manager pertaining to the lunch program.

### **Knowledge and Abilities Required:**

- Good written and oral communication skills. Ability to follow written and oral instructions.
- Record keeping skills, i.e. simple arithmetic.
- Be able to make change.
- Ability to operate a computerized meal-count system.
- Knowledge of United States Department of Agriculture, National School Lunch/Breakfast requirements.
- Must be able to lift heavy or bulky objects and stand or walk on concrete floors for an extended period of time.
- Ability to get along with children and use tact and discretion with adults.

### **Minimum Qualifications:**

High School Graduate