

**OLYMPIA SCHOOL DISTRICT NO. 111**

**Job Category: Food Services**

**Posting Dates: Open Until Filled**

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 Substitute</b>	<b>Variable Times/Shifts</b>	<b>Food Services</b>
<i>Olympia School District will review applicants for this job opening, and will extend an offer of conditional employment to the successful, most qualified, applicant. A conditional job offer is contingent upon receipt of results of a satisfactory functional employment screening designed solely to determine if the successful applicant has the physical ability to perform the lifting, carrying, bending, climbing, sustained physical effort, and all other physical duties of the position being offered. The conditional job offer will be valid for 2 weeks; the district will provide instructions on where and how to obtain the required functional employment screening. The functional employment screening will be conducted at no cost to the successful applicant.</i>		
<i>Salary: Teamsters Salary Schedule - \$12.32 per hour</i>		

**Position:** Helper/Server Substitute

**Responsible to:** School's Kitchen Manager

**Location:** 19 school meal serving sites in the Olympia School District

**Hours:** Time will vary depending on schools lunch schedule. Usually a 3.5 hour shift.

**Rate of Pay** Entry level \$12.32

**Basic Functions:**

Will fill in when a permanent helper/server employee is absent. Assist with the serving and cleanup of the school lunch program.

**Primary Responsibilities:**

- Under the direction of the kitchen manager will be assigned tasks that involve food preparation, setup and cleanup.
- Complying with all local health department regulations.

**Knowledge and Abilities Required:**

- ❑ Good written and oral communication skills. Ability to follow written and oral instructions.
- ❑ Record keeping skills i.e. simple arithmetic.
- ❑ Operation of a computerized meal count system (will train).
- ❑ Knowledge of United States Department of agriculture, National School Lunch/Breakfast requirements. (will train)
- ❑ Must be able to lift heavy or bulky objects and stand or walk on concrete floors for an extended period of time.
- ❑ Ability to work independently with a minimum of supervision.
- ❑ Ability to work under pressure.
- ❑ Ability to get along with children and use tact and discretion with adults.

### **Minimum Qualifications:**

Previous experience in school or an institutional Food Service operation will be given strong consideration.

Contact Jean Hazelrigg at 360-596-7063 for more information.

**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, Scott Niemann, 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 or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.