

OLYMPIA SCHOOL DISTRICT NO. 111

Job Category: Food Services

Posting Dates: September 13 – 19, 2019

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.

Position	Hours/FTE	Location
Helper/Server	3.0 hpd/Continuing	Roosevelt/Reeves
<i>The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.</i>		
Salary: Teamsters Salary Schedule		

Position: Helper/Server

Responsible to: Kitchen Manager

Location: Roosevelt Elementary School- 1417 San Francisco St Olympia, WA 98506
Reeves Middle School- 2220 Quince Street Olympia, WA 98506

Hours: 3.0 hours per day, 173 days per year + 10 paid holidays. Shift time 10:30 am – 1:30 pm.
Does not report on half day schedules and the day before the start of the school year.

Basic Functions:

Assist with the serving and cleanup of the school lunch program at both schools. Reports to Roosevelt at 10:30 am and leaves for Reeves at 11:00 am.

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.
- Continually monitors lunch program for cost savings and improvements.
- Must be able to fill in occasionally for the kitchen Lead at Reeves when the Lead is absent.

Knowledge and Abilities Required:

- Good written and oral communication skills. Ability to follow written and oral instructions.
- Record keeping skills i.e. simple arithmetic.
- 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 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.

Equal Employment Opportunity:

Olympia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator: Scott Niemann, 360-596-6193, sniemann@osd.wednet.edu; Autumn Lara, 360-596-8534, alara@osd.wednet.edu; Title IX Coordinator: Scott Niemann/Autumn Lara, 360-596-6193, sniemann@osd.wednet.edu; and 504 Coordinator: Ken Turcotte, [360-596-7542](tel:360-596-7542), klturcotte@osd.wednet.edu. Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

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.