



LAKE TAHOE UNIFIED SCHOOL DISTRICT CLASSIFIED EMPLOYMENT OPPORTUNITY

March 17, 2017

POSITION: **CAFETERIA ASSISTANT**

South Tahoe Middle School

SCHOOL YEAR: **2016-2017**

HOURLY RATE: **Range 2: \$12.52/hr - \$15.98/hr (Current Employees ONLY)**
(Base hourly rate not including longevity)

Range 2: \$12.52/hr - \$13.81/hr (New Hires ONLY)

HOURS &

WORK WEEK: **3.75 hrs/day (Monday - Friday)**

DUTY DAYS: **181/yr**

(Actual duty days for the 2016/17 school year will be adjusted based on start date)

Lake Tahoe Unified School District is searching for a Cafeteria Assistant to prepare and serve meals for middle school students in a fast-paced environment with great student interaction! The Cafeteria Assistant is responsible for supporting the Cafeteria Supervisor in preparing, portioning, serving, and monitoring the cafeteria line for the breakfast and noontime meals for staff and students.

ESSENTIAL/REPRESENTATIVE DUTIES:

- Prepare menu items for cooking and serving including entrees, breads, salads, fresh fruits, and vegetables, for lunches and breakfasts as assigned.
- Learn, understand, and follow rules and regulations pertaining to school meals.
- Set up and stock food serving stations and serve food; clean and store dishes, utensils, cafeteria equipment and food supplies; clean work areas.
- Operate a cash register; accept payments for student or staff meal accounts, record sales; count money and operate a computer as assigned.
- Operate a Point of Service computer, kitchen equipment and appliances.
- Insure that safety and sanitation rules are followed at all times.
- Assist with supervision of student assistants.
- Maintain school cafeteria records, orders and inventories as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Basic math and cashiering skills.
- Basic record-keeping techniques.
- Standard kitchen and cafeteria equipment, utensils and measurements.
- Sanitation practices related to handling and serving food.
- Proper lifting techniques.
- Basic food preparation including washing, cutting and assembling food items and ingredients.
- Methods of preparing and serving food in large quantities.
- Spanish language proficiency desired.

ABILITY TO:

- Assist with duties to organize and coordinate kitchen activities and communication to relieve the supervisor of routine clerical details.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Read, interpret, apply and explain rules, regulations, policies and procedures.

- Communicate effectively both orally and in writing
- Meet schedules and time lines.
- Multi-task and modify workloads under stressful conditions.
- Add, subtract, multiply and divide quickly and accurately.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain positive and ongoing communication with peers, student customers, public and administration.

DESCRIPTION OF PHYSICAL REQUIREMENTS:

- Dexterity of hands and fingers to operate a computer and kitchen equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students and perform kitchen duties.
- Seeing to read a variety of materials and operate a computer during meal service.
- Hearing and speaking to exchange information.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: graduation from high school supplemented by courses related to nutrition, health, or food service. Serve Safe certification or equivalent desired.

APPLICATION PROCEDURE (CURRENT EMPLOYEES ONLY):

Please submit an application packet to Jill Bosma/Human Resources Department to include:

EDJOIN CLASSIFIED APPLICATION – www.edjoin.org

LETTER OF INTEREST elaborating on training, goals, and relevant experience. Please include detailed information regarding your technology experience and skills related to the requirements listed above.

**A hard copy of the In-District application is available at the Education Center.*

APPLICATION PROCEDURE (CANDIDATES NOT CURRENTLY EMPLOYED BY LAKE TAHOE UNIFIED SCHOOL DISTRICT IN A PERMANENT POSITION):

Please submit an application packet to Jill Bosma/Human Resources Department to include:

EDJOIN CLASSIFIED APPLICATION – www.edjoin.org

LETTER OF INTEREST elaborating on training, goals, and relevant experience. Please include detailed information regarding your technology experience and skills related to the requirements listed above.

RESUME

MINIMUM OF 3 LETTERS OF RECOMMENDATION

PLEASE SCAN AND UPLOAD LETTERS THAT ARE SIGNED AND DATED! LETTERS THAT ARE NOT SIGNED OR DATED WILL NOT BE CONSIDERED AND MAY RESULT IN AN INCOMPLETE APPLICATION PACKET.

Questions regarding this position may be directed to: Jill Bosma, Human Resources Department at jbosma@ltusd.org

DEADLINE FOR APPLICATION: March 24, 2017 at 5:00 pm. Or Until Filled

Lake Tahoe Unified School District is an Equal Opportunity/Affirmative Action/ADA Employer



Checklist for Cafeteria Assistants

- **Appropriate Clothing**
 - Shirts with sleeves
 - (Low-cut, sleeveless shirts, shirts with logos or inappropriate slogans are not permitted)
 - No revealing, ripped, torn, or dirty clothing
 - Pants or Shorts
 - No revealing, ripped, torn, or dirty clothing
 - No shorts above the knee
 - Dresses or skirts are not recommended
 - Shoes
 - Non-slip soles or other non-skid footwear highly recommended
 - No open toed shoes, high heels or sandals
 - Hair
 - Hair restraints may include items such as hats, hair covering with nets, beard restraints, and clothing that covers body hair. Depending on the hair style, restraints may also include rubber bands and clips that effectively restrain the hair.
 - Short hair styles may not require a hair restraint if it does not contact food or deter the food employee from touching their hair.
 - Apron
 - Apron must be worn at all times when handling and/or serving food.

- **Jewelry and Fingernails**
 - Acceptable Jewelry
 - Watch
 - Simple earrings
 - Plain ring/band
 - Fingernails
 - Short
 - Unpolished
 - clean

- **Additional Rules and Requirements**
 - Hands are to be washed thoroughly
 - Gloves worn at appropriate times
 - Gloves changed at critical points
 - Eating, drinking, or chewing gum only in designated areas away from work areas.
 - Smile and provide excellent customer service to all of your student and staff customers!

Note: When in doubt, ask the Cafeteria Supervisor for guidance!