



# LAKE TAHOE UNIFIED SCHOOL DISTRICT CLASSIFIED EMPLOYMENT OPPORTUNITY

November 14, 2019

**POSITION:**     **CAFETERIA ASSISTANT - SUBSTITUTE**

All Sites

**SCHOOL YEAR:**       **2019-2020**

**HOURLY RATE:**       **Range 2: \$13.61/hr**

**HOURS:**               **As Needed**

**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:** Please submit a COMPLETE online application packet to [www.edjoin.org](http://www.edjoin.org)

Questions regarding this position may be directed to: Dana Lincoln, Human Resources Department at [dlincoln@ltusd.org](mailto:dlincoln@ltusd.org)

1. Edjoin Application
2. Letter of Introduction elaborating on training, goals, and relevant experience.
3. Resume
4. Minimum 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.**

**DEADLINE FOR APPLICATION: Open Until Filled**

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



# Checklist for Substitute 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!**