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## TEMPORARY NOTICE OF VACANCY/JOB DESCRIPTION

### Food Service Assistant

#### Job Details:

- Application Deadline: Open until filled
- Posted: November 1, 2023

#### Job Description:

- Position Type: Classified position - .75 FTE
- 6 hours per day – remaining classified calendar days of 23-24 school year

#### Job Summary:

This position, prepares and cooks nutritious and attractive meals for students and staff while maintaining a clean kitchen and cafeteria and observing all Health Department regulations to create a safe and healthy work environment.

#### Essential Duties and Responsibilities

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Follows and maintains knowledge of all District policies and procedures.
2. Prepares school meals, to include participating in the planning, cutting, cooking, and preparation of food items according to the planned menu.
3. Serves all breakfasts and lunches according to directions given as to prescribed portions and menu specifications.
4. Maintains a safe and clean work area.
5. Cleans and stores all kitchen equipment, salad bar equipment and supplies.
6. Ensures that food quality and portion control used is of the highest standards.
7. Washes dishes and operates automatic kitchen equipment maintaining sanitary specifications.
8. Knows and follows all safety and sanitary rules and regulations related to food handling.
9. Checks freezers, refrigerators, and dishwashers to be sure proper operating temperature is being maintained and sanitation standards are being upheld.
10. Receives and verifies supply delivery and rotates into existing stock.
11. Maintains daily paper work.
12. Works cooperatively with other kitchen personnel.
13. Reports safety, sanitary and fire hazards immediately to supervisor.
14. Operates kitchen equipment including dishwasher, slicer, mixer, etc while maintain sanitary specifications.
15. Maintains a high standard of personal cleanliness and proper grooming as per sanitation code.
16. Professionally represents the school and the District in interactions with parents, community, staff and students.
17. Maintains appropriate certifications and training hours as required.
18. Complies with applicable District, state, local and federal laws, rules and regulations.
19. Attends work regularly and is punctual.

### **Marginal Duties and Responsibilities**

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends in-service trainings.
2. Attends staff meetings.
3. Serves a back up for other kitchen personnel
4. Serves student lunches.
5. Responds to requests for special food service needs (field trips, etc.)
6. Reports issues to authorities as necessary.

### **Supervisory Responsibilities**

May supervise and direct the work of food service aides. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED). Prior experience as a cook or in a food service/kitchen setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with staff and students.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read, comprehend and interpret simple instructions, safety rules and operating instructions. Ability to verbally respond to common inquiries from students and staff.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to perform basic math skills involving monetary units.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in a dynamic environment.
- **Certificates, Licenses, Registrations:** Ability to obtain a valid CPR/First Aid card and Oregon Food Handler Card.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a school cafeteria/kitchen. The noise level in the work environment is usually moderate, but occasionally high depending upon student population and activities. May be exposed to a variety of conditions including; wet or humid, working near moving parts, toxic chemicals, fumes (cleaning supplies), airborne chemicals, extreme cold and extreme heat (ovens, dishwasher). Employee may be exposed to bloodborne pathogens.

***Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with this position. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The District may add to, modify or delete any aspect of this description at any time as it deems advisable.*

**Classified Salary Schedule FY23-24** - \$15.23-18.59/hour

**Supervisor:** Superintendent

**Contact:** 503-835-7575

**Start Date:** When filled

**End Date:** open until filled

**Information:** Temporary contract for the remainder of the 23-24 classified calendar year with possible renewal.

**Application Process:**

To apply go to [www.perrydaleschool.com](http://www.perrydaleschool.com), and click on the job posting under the employment tab. Download the Classified Application and submit to [cindy.cruickshank@perrydale.k12.or.us](mailto:cindy.cruickshank@perrydale.k12.or.us) along with a letter of intent, resume and references.

**Questions:** Cindy Cruickshank, HR Coordinator, 503-835-7575 or [cindy.cruickshank@perrydale.k12.or.us](mailto:cindy.cruickshank@perrydale.k12.or.us)

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