

JOB OPENING – PLEASE POST IMMEDIATELY
Omak School District
Food Service Helper/Cashier

Purpose Statement

The job of Food Service Helper/Cashier was established for the purpose/s of preparing and distributing food items for consumption by students and school personnel; maintaining facilities in a sanitary condition; collecting funds for daily meal transactions; balancing accounts and depositing funds utilizing established accounting practices.

Application Due:	September 21, 2016, or until filled	Work Days:	2016-17 school calendar
Position Location:	Middle/High School Cafeteria	Hours per Day:	6 hours
Salary Range:	\$12.66 to \$15.32		

Application Procedure:

This is a 6 hour per day, Monday through Friday Food Service position. This position is open to any interested person. Please submit a classified application, letter of interest and resume to LeAnne Olson at the Omak School District Superintendent's Office by 4:00 p.m. on Wednesday, September 21, 2016, or until filled.

Selection Procedure:

A committee will conduct screening and interviewing of applicants.

For more information contact:

LeAnne Olson
PO Box 833
Omak, WA 98841

Phone: **509-826-7687**

Email: lolson@omaksd.org

Fax: **509-826-7689**

Functions

- Arranges food and beverage items (e.g. placing in steam tables, displaying, filling racks, etc.) for the purpose of making them available to students and staff.
- Cleans utensils, equipment, storage, food preparation and serving areas (e.g. washing, wiping down, disposing of garbage, etc.) for the purpose of maintaining sanitary conditions.
- Collects payments for food items from students and/or staff (e.g. cash, meal tickets, etc.) for the purpose of securing funds for reimbursement of costs for providing nutritional services.
- Inspects food items and/or supplies for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.

- Maintains accurate student accounts (e.g. free and reduced meal status, meal count, etc.) for the purpose of providing documentation to meet state, federal and/or administrative requirements.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe working environment.
- Prepares daily food counts and associated reports for the purpose of providing documentation for items served.
- Prepares food and beverage items for the purpose of meeting mandated nutritional requirements and projected meal requirements.
- Reconciles transactions for the purpose of balancing accounts and adhering to established accounting practices.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.
- Transports prepared food items, cash receipts, etc. to/from school sites as assigned for the purpose of addressing site nutritional requirements and collecting meal counts and monies for deposit for processing.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: basic money handling and record keeping procedure; adhering to safety practices and utilizing food service equipment.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: basic record keeping; sanitation practices and quantity food preparation.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: working as part of a team; communicating with diverse groups in a respectful manner; working with children; maintaining accurate counts and records.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 20% walking, and 75% standing. The job is performed under some temperature extremes and in hazardous conditions.

Experience: Job related experience is required.
Education: High School diploma or equivalent.
Equivalency: None Specified

Required Testing

None Specified

Certificates

Food Handler's Certificate

Continuing Education/Training

None Specified

Clearances

Criminal Justice Fingerprint Clearance
TB Clearance

The following policies have been adopted and are reflected in our employment practices:

The Omak School District complies with all federal and state rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district activities, programs, and employment opportunities.

The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX/RCW28A.640/RCW28A.642 Officer, as well as, Compliance Coordinator for State Laws RCW 28A.640 Sexual Equality and RCW 28A.642 Discrimination Prohibited Officer, LeAnne Olson (509) 826-7687, Section 504/ADA Coordinator, Sheila Crowder (509) 826-8342.

This organization complies with the Americans with Disabilities Act. Persons who may need some accommodation in the hiring process should contact the Human Resources Office.

Omak School District is a drug and tobacco free workplace.

For more information on Omak School District's Affirmative Action Plan, please visit the "District Information" section located under "our District" on the Omak School District website at www.omaksd.org.

This organization requires a successful applicant to provide employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.