



OPEN

August 18, 2022

The La Habra City School District Personnel Commission announces the establishment of an eligibility list for the following position.

CAFETERIA WORKER (SUBSTITUTE)

\$16.068/hour
(On Call – As Needed)

Definition

Under supervision of Director of Food Services, does limited food preparation, prepares serving line, serves and cleans work areas and equipment.

Typical Tasks

- Heats oven ready food items.
- Prepares salads, vegetables and fruit.
- Assists in serving at steam tables.
- Cleans steam tables, pots, pans, utensils, and general cleaning of kitchen.
- Loads and operates dishwasher.
- Maintains strict standards of sanitation keeping the kitchen in a clean and orderly condition.
- May serve as cashier; balance cash receipts and print reports.
- May sell snacks.
- Assists with monthly inventory of cafeteria supplies.
- Performs other related duties as assigned.

Minimum Qualifications

Education: Completion of high school or General Education Diploma (GED).

Experience: No experience required.

Knowledge of: School Food Service meal pattern; basic kitchen utensils, equipment, and food service sanitation.

Ability to: Follow oral and written instructions; work well with students, staff and co-workers.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this Food Service Classification. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: While performing the duties of this job, the employee generally works in an indoor kitchen environment with exposure to heat from ovens, hot foods and steamers and cleaning chemicals, fumes, equipment, and metal objects. Employees also work around knives, dicers, mixers, slicers and other sharp objects and may be required to drive a vehicle to and from school sites when serving as a substitute Food Transporter/Server. Work surfaces may be slippery. The noise level in the work environment is usually moderate but may be loud dependent on specific work site and /or equipment operation.

Physical Demands: While performing the duties of this job, the employee is regularly required to stand for extended periods of time, twist at the neck and trunk, bend at the waist and stoop, kneel, crouch, or crawl. The employee is occasionally required to reach with hands and arms, reach overhead, above shoulders and horizontally. Employees will use hands to handle objects and tools, and operate nutrition service equipment. The employee must regularly lift and/or move up to 25 pounds and occasionally lifts and/or move up to 40-pound objects. These objects include sacks/boxes of food and supplies, pots/pans of food, food carts, kettles, small equipment, etc. These Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employees may use vision to monitor food quality and quantity and may also order supplies, serve students, collect money, etc. Also required are hearing and speaking abilities to exchange information and if required, supervise school site student and parent helpers.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

August 18, 2022

To: All Cafeteria Worker (Substitute) Applicants

From: Danelle Bautista/Classified Personnel

Re: Testing Information - Application Deadline

**APPLICATION DEADLINE:
Open Until Filled**

There will be a written test for all invited candidates given at the District Office,
500 N. Walnut Street, La Habra on:

Ongoing (By Appointment)

All candidates who pass the written test will then be called for a panel interview. This is also part of the testing procedure to establish an eligibility list for this position. The date for this is:

To Be Determined (By Appointment)

Current, permanent employees of the La Habra City School District will earn 1/4 point for every year of permanent service to the District, not to exceed 5 points. (Personnel Commission Rules.)

At the time of this announcement we are establishing a list for substitute positions in our District. **Please complete and submit the application documents online through EdJoin.** Incomplete application packets will be excluded from the screening process. **Applications will only be accepted through EdJoin.**

This list will be utilized to fill any vacancies that may occur during the one year life of the eligibility list. The list generated from this recruitment will be used to fill both substitute and permanent vacancies in the District.

If you have any questions, please call me at 562/690-2321.

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