

PETALUMA CITY SCHOOLS – CLASSIFIED VACANCY
APPLICATIONS ONLY ACCEPTED AT WWW.EDJOIN.ORG

Cafeteria Assistant II

DEADLINE: OPEN UNTIL FILLED

WORK SITE: Petaluma High School
WORK HOURS: 37.5 hours per week (averaging 7.5 hours per day)
(Monday - Friday)
While school is in session - for 2021-22, 197 workdays

START DATE: As soon as possible after receipt of required clearances

STARTING SALARY: \$15.76 to \$18.23 per hour (in compliance with minimum wage)(Initial salary placement is based on related experience)

BENEFITS:

The District will pay the following amounts towards benefits:

Work Hours per Day	Health Plan	Dental	Vision	Life Insurance
More than 6 hours	100% of Cap *	100% of Cap **	100% of premium	100% of premium
More than 4 hours through 6 hours	75% of Cap	75% of Cap	75% of premium	100% of premium if 6 hours per day
More than 2 hours through 4 hours	Not eligible	50% of Cap	50% of premium	Not eligible
1 hour through 2 hours	Not eligible	25% of Cap	25% of premium	Not eligible

* Must enroll in a health plan (Cap subject to change) / ** \$144.50 dental plan cap effective 10/1/12

REQUIREMENTS: Fingerprint Clearance. There is a fingerprint processing fee payable by the employee post-offer / pre-placement. Tuberculosis. The applicant will need to submit evidence that he or she is free from tuberculosis in accordance with Education Code 49406 post-offer / pre-placement. Offer of employment is contingent upon passing a post-offer / pre-placement physical. Food Safety Certificate. The successful applicant must pass the National Registry of Food Safety Professionals test within 3 months of employment in order to pass probation.

QUALIFICATIONS: See job description. Bilingual in Spanish a plus, but not required.

SUBMIT APPLICATION: The District prefers applications be submitted electronically through <http://www.edjoin.org/PetalumaCitySchools>. However, paper applications will be accepted. To request a paper application, e-mail Human Resources at hrinfo@petk12.org and include the job title and position number for the vacancy. All applications, regardless of the manner of submission, must include all **required** documentation.

NOTE: It is **recommended** that applications be accompanied by a **cover letter, resume and a minimum of two letters of reference**. Paper screening for potential interviews are based on materials submitted with application. No additional paperwork for application will be accepted after the closing date.

AN EQUAL OPPORTUNITY EMPLOYER

It is Petaluma City Schools' policy to provide equal opportunity to all persons without regard to race, color, religion, sex, pregnancy, marital or domestic partner status, sexual orientation, gender identity or expression, age, ancestry, national origin, disability, or medical condition, as defined in state and federal laws. This policy covers all aspects of employment, including, but not limited to, recruitment, selection, training, promotion, transfer, compensation, demotion, and termination. Reasonable accommodation is provided to all eligible applicants and employees as required by law. Complaints regarding unlawful discrimination may be filed with Petaluma City Schools' Human Resources department.

Petaluma School District Job Description

Job Title: Cafeteria Assistant II
Department: Food Services
Reports To: Director, Food Services
Prepared Date: May 2014
Approved Date: May 2014

SUMMARY

Under supervision to perform a wide variety of tasks in the more advanced preparation, serving and selling of hot/cold food; to do frequent lifting, stocking, and storing of supplies as well as scrubbing, washing, and sanitizing equipment on a daily basis; and to do other job-related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Prepares main entrees, ala carte and bakery items from recipes. Assists in food preparation, record keeping and daily cash counting as needed. Stocks, heats, serves and operates snack bar and food carts; operates a point of sale cashier and meal counting system; keeps monthly inventory of supplies, washes, dishes and food service equipment; cleans work areas; stocks and stores supplies. May serve as Cafeteria Manager designee.

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.

The National Registry of Food Safety Professionals® certification test must be passed within three months of employment. This test must be retaken and passed every five years or as required.

Knowledge of basic food groups, requirements of reimbursable breakfast and lunch meals, sanitary and safety measures in food service handling; basic measurements; safety measures in operation of all appliances. Knowledge of preparing cooking and baking of foods in large quantities. Knowledge of food serving utensils and equipment. Ability to work within a strict time line; follow oral and written directions; serve and sell food efficiently; operate a cash register; make change accurately; rotate and inventory stock; perform general cleanup of kitchen areas and equipment; to lift up to 50 pounds; skillfully and safely use equipment in work area. Ability to establish and maintain cooperative relationships with students and staff; take responsibility and use good judgment in recognizing scope of authority.

EDUCATION and/or EXPERIENCE

Two years experience as Cafeteria Assistant I or equivalent.

LANGUAGE SKILLS

Ability to communicate clearly and follow oral and written directions.

MATHEMATICAL SKILLS

Knowledge of basic arithmetic skills.

REASONING ABILITY

Ability to choose among a limited number of alternatives in solving routine problems.

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 sit, talk, or hear; and use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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 noise level in the work environment is usually moderate.