

Onion Creek School District #30
2006 Lotze Creek Road, Colville, WA. 99114 509-732-4240
www.ocsd30.org

Job Description
FOOD SERVICE ASSISTANT

Onion Creek School is seeking applications for a part time Para-educator for the school year 2017-18. This is a part time position, and is estimated to be up to 3.75 hours per day 5.0 days per week.

Open until filled:

If you are interested in this position, please see the application process below. All materials including a copy of the following should be submitted.

BASIC JOB FUNCTION

To assist and support kitchen director in managing the overall operations for the food service functions within the district.

This includes the food and equipment necessary to provide regular, safe food service to adults and children on a daily basis. To assure school district compliance with all local, state and federal requirements.

SUPERVISOR

Food Service Director & Superintendent

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs routine duties in the preparation and serving of food.
2. Assumes responsibility for nutritional content of meals served in accordance with federal guidelines. (Follows plan set forth by supervisor)
3. Maintains sanitary conditions, including clean kitchen and facilities to assure safe food preparation.
4. Assumes responsibility for secure storage of food and supplies.
5. Inventories all food service equipment and supplies. (as required)
6. Basic Computer skills required.
7. Works with superintendent and other appropriate personnel to investigate accidents and complaints.
8. Performs related duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. High school diploma or GED. Current Washington State Food Handlers Card. Experience in food service not required but preferred. Ability to maintain positive working relationships with staff, students and parents is essential. Must be able lift up to 50 pounds, stand for extended periods of time and able to ascend and descend stairs while carrying up to 50#'s.

Clearances & Training

Washington State Patrol/NSOPW
Blood Borne Pathogen Training

Terms of Employment:

This position will start in the 2017-2018 school year.

Application Process:

In-District applicants must submit a specific letter of intent, updated resume, and two letters of recommendation for the position being sought to the Personnel Department, Onion Creek School, 2006 Lotze Creek Road, Colville, WA. 99114.

Out-of-District applicants need to provide the following items to be considered a complete application:

- A. Cover letter of intent
- B. Current resume
- C. Completed Onion Creek School classified application form
- D. Two letters of recommendation

An application may be requested by calling the Onion Creek School Office at (509) 732-4240 or found on the district's website at

www.ocsd30.org.

Application materials need to be sent to:

Personnel Department, Onion Creek School, 2006 Lotze Creek Road, Colville, WA. 99114.

The Onion Creek School complies with all state and federal rules and regulations and does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to all designated youth groups listed in Title 36 of the United States Code as a patriotic society. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Chapter 28A.640 RCW officer, Civil Rights Compliance Coordinator,