

# Twin Hills Union School District

## Position Announcement

### **CAFETERIA ASSISTANT – District Substitute**

The Cafeteria Assistant Substitute is under the supervision of the Cafeteria Program Coordinator and evaluated by the District Business Manager. The Cafeteria Assistant Substitute performs tasks that result in meals being served to students and staff who are participating in the District's Food Service Program on a substitute basis when needed. This position requires a physical and fingerprint clearance.

#### **REQUIRED QUALIFICATIONS**

- **Education and Experience:**
  - High School diploma or equivalent
- **Knowledge of:**
  - Basic food serving techniques and safe food temperatures
  - Cleaning and sanitizing methods
- **Ability to:**
  - Bilingual – English/Spanish desirable
  - Exercise good judgment, use discretion, work independently and maintain confidentiality
  - Use safety precautions around hot ovens and follow all job specific safety procedures
  - Deal effectively with children, staff and parents
  - Work at a pace that will complete all tasks within required time limits
  - Maintain a State of California Food Handler Certification
- **ADA Requirement:**
  - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting thirty (30) pounds on an occasional basis and occasionally lifting in excess of thirty (30) pounds with assistance

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Collect classroom orders and compile daily school meal counts
- Serve meals and track students and/or staff receiving snacks & meals
- Ordering and serving only nutritionally approved foods
- Deliver all monies and tracking lists to Cafeteria Program Coordinator
- Clean spills on serving tables, put away supplies and condiments and pick up food, supplies and condiments that have fallen on the floor
- Store food and supplies in accordance with state and federal guidelines
- Follow accepted principles, practices, rules, and regulations of the district
- Other related duties as assigned, including but not limited to depositing money to the bank
- Accurately check in all orders from vendors and complete required paperwork
- Complete all required paperwork as directed.

#### **PAY SCALE – CLASSIFIED:**

Range D-A, Step 1 on the District Classified Salary Schedule

## **Essential Job Functions**

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

### **Physical**

- **Standing/Walking/Mobility:** Constantly; throughout work shift. Constantly during work shift while performing duties.
- **Sitting:** Seldom; while performing cafeteria records duties.
- **Lift/Carry:** Frequently, 1-15 pounds Cafeteria supplies and food/drinks. Seldom, 16-35 pounds cafeteria supplies, food materials and drink materials, and moving equipment. Seldom 36-75 pounds; if need arises to move cafeteria materials, foods and supplies.
- **Bending/Twisting:** Frequently; at knees/waist/neck while assisting students, preparing cafeteria materials or retrieving items from lower shelves and floor.
- **Push/Pull:** Occasionally; using both hands and arms exerting a force of 10-20 pounds while assisting students, moving cafeteria supplies and equipment and opening doors, etc. Seldom 21-75 pounds; to move cafeteria supplies and equipment.
- **Climbing/Balancing:** Occasionally; up/down steps and or step stool.
- **Kneeling/Crouching/Crawling:** Seldom; while preparing cafeteria materials. Crawling not required.
- **Hands/Arms:** Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/Hearing/Speech:** Constantly, to provide assistance to students and prepare cafeteria materials. Assignment may require hand/eye coordination, depth perception and peripheral vision.
- **Other Physical Demands:** May occur when restraining aggressive behavior or responding to student emergencies include: jumping, running, throwing, and moving in awkward positions.

### **Mental**

- Constant mental alertness required in supervising activity of assigned students to monitor/anticipate behaviors of student and cafeteria area to maintain safe environment.
- Must possess interpersonal skills to work well with various types of disabled students, their parents, teachers, staff and vendors.
- Must be able to adapt to work pressures that may include frequent interruptions, quick response to potentially hazardous situations, and multiple tasks.
- Must be able to work independently with tasks in cafeteria and exercise creative problem-solving ability.
- Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to students as needed.

## **Work Conditions**

- **Location:** Work is performed 95% within the school cafeteria setting, 5% in an outdoor setting, walking on campus.
- **Hazards:** Trip hazards and slippery surfaces, aggressive behaviors by students.
- **Equipment used:** General office and cafeteria equipment, copier, computer, and personal mobility equipment if the need arises.
- **Safety equipment:** Gloves and safety goggles as required.

### **HIRING PROCESS:**

#### **Mandatory Information to be submitted to Anna Maria Guzman, Ed.D, Superintendent:**

- Completed and signed district application (available in the District Office, address below)
  - Current employees may submit a letter of interest to the superintendent
  - A minimum of three letters of recommendation written within the last 12 months which support your application for the vacant position
  - Current resume
  - Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to “know” you during the paper screening process
- District Office and submission address: THUSD, 700 Watertrough Rd, Sebastopol, CA 95472

#### ➤ **Selection Process:**

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- **Position will remain open until filled**