



CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION
4900 W. 147th Street
Hawthorne, CA 90250
(310) 263-3751

CLASSIFIED
FOOD SERVICES ASSISTANT
OPEN AND PROMOTIONAL

June 26, 2018

FOOD SERVICES ASSISTANT

DESCRIPTION:

Food Services Department
6 positions 3.75 hours per day

SALARY:

Range 17
\$14.05 per hour

QUALIFICATIONS:

See attached job description

START DATE:

August 16, 2018

DEADLINE DATE:

July 20, 2018 at 3:00 p.m.

SELECTION PROCEDURES:

Candidates will be notified by mail when the exam will be administered.

Classified applications may be obtained from the Office of the Personnel Commission; 4900 W. 147th Street, Hawthorne 90250, (310) 263-3751 or you can download the application from our web site at www.centinela.k12.ca.us. All completed applications must be turned into the Office of the Personnel Commission by the deadline date. Incomplete applications will be screened out and not be allowed to continue with the process. **A thorough review of application materials will result in narrowing the field of competition to the most qualified applicants.**

Applications will be accepted from the general public who possess the necessary qualifications. The examination process may be comprised of one or any combination of the following: a paper screening of the applicant's background, training, and experience; written exam; qualifications appraisal oral interview; performance exam; or technical oral exam. Persons needing reasonable accommodations must notify the Office of the Personnel Commission by the deadline date. **A qualifying score must be achieved on all portions of the examination in order to be placed on the substitute list.**

HIRING PROCEDURES:

Centinela Valley Union High School District is a merit system (civil service) school district. Employment and promotion of Classified employees are based upon merit, fitness and qualifications. The person selected to fill any regular position will be from among the top three ranks on the eligibility list approved by the Personnel Commission. Candidates selected for employment will be required to provide verification of work authorization in the form of a passport, driver's license, or other equivalent identification and social security card. No person will be allowed to begin working before the district receives fingerprint and medical clearance

WE RESERVE THE RIGHT TO REOPEN, READVERTISE, DELAY OR CANCEL FILLING THIS POSITION

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The Centinela Valley Union High School District is committed to providing a safe school and working environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. For more information or to file a complaint, please contact Dr. Stephen Nellman, Assistant Superintendent, Human Resources Division, Centinela Valley Union High School District, 14901 Inglewood Avenue, Lawndale, CA 90260. nellmans@centinela.k12.ca.us (310) 263-3210

Food Services Assistant

The Food Service Assistant classification performs basic and routine food service preparation and serving activities at an assigned site. The Senior Food Service Assistant classification performs more complex food service production and preparation, and may be responsible for production records or other required paperwork.

QUALIFICATIONS:

ESSENTIAL DUTIES

- Assist in preparing (washing, processing, assembling, portioning and warming) and serving of menu items, following standardized recipes and procedures; maintain food quality standards including appearance and nutritional requirements.
- Set up work and serving areas. Stock work stations and service areas with menu items, condiments and supplies; Replenish and maintain cleanliness of student and staff food service areas as needed.
- Operate basic food processing equipment, including slicers, cutters, mixers, choppers, blenders and food processors. Operate bakery equipment, including dough sheeters and/or presses, dough dividers and/or rounders, proofers, retarders, convection/impingement/combi ovens and warmers.
- Stock food items and supplies; assist in the storage and rotation of food and supplies in storage areas; assist with periodic inventories as assigned
- Clean serving counters, tables, chairs and other food service equipment and areas; assist with manual and/or mechanized washing of dishes, utensils and other food containers as needed. Perform scheduled heavy cleaning of the facility and equipment.
- Assist with the storage of unused food and supplies and the disposal of unusable leftovers, checking expiration dates when required; utilize proper methods of storing foods.
- Perform cashiering duties; accept money for food and beverages sold, and make change; perform other duties related to cafeteria sales and the operation of the point of sale computer, including counting cash receipts and recording information on sales reports.
- Monitor the behavior of students utilizing the cafeteria.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods of preparing and serving food in large quantities. Operation of food service equipment, including computerized point of sale systems. Sanitation and safety practices related to the preparation and serving of food. Rules and regulations pertaining to health and safety in the cafeteria.

Ability to:

Prepare (wash, process, assemble, portion and warm), serve and store large quantities of food in accordance with standard operating procedures and government regulations. Operate foodservice equipment, appliances and utensils safely and efficiently. Maintain food service equipment and areas in a clean and sanitary condition. Apply and maintain standards of personal hygiene. Operate a cash register or point of sale computer; count money and make change accurately. Establish and maintain cooperative and effective working relationships with others. Learn, interpret, apply and explain policies, procedures, rules and regulations related to assigned activities. Communicate effectively both orally and in writing. Meet schedules and time lines. Understand and follow written or oral directions.

Education and Experience

Any combination of education, experience and training that likely would provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

At least one year of experience in school, commercial, institutional or retail foodservice, or manufacturing.

Education:

Graduation from high school, or equivalent to the completion of twelfth grade, is desired but not required

PHYSICAL DEMANDS

Incumbents walk and/or stand for extended periods of time, and exert 25 to 50 pounds of force in lifting, carrying, pushing, pulling or otherwise moving objects.

Incumbents kneel, crouch, stoop, bend, twist, and reach (above shoulders and horizontally), and should have dexterity of hands and fingers to operate food service equipment, including a point of sale computer.

Incumbents should be able to hear and speak English in order to exchange information; and should be able to see in order to monitor students, as well as food quality and quantities.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.