

**ORCUTT UNION SCHOOL DISTRICT
CLASSIFIED NOTICE OF VACANCY**

500 Dyer Street
Orcutt, CA 93455
(805) 938-8900

Summer Nutrition Department Positions

April 26, 2023

POSITION:

Child Nutrition Cooks 2 - 4 hours daily
**Child Nutrition Worker(s) 2 hours daily
***Office Manager, Child Nutrition 4-6 hours daily – may vary

DATES:

Session 1 @ Nightingale & Dunlap:

June 12 – July 7, 2023, 7:30 - 9:30 a.m. & 11:00 – 2:00 p.m. (cooks)

Session 2 @ Nightingale:

July 10 – July 28, 2023, 7:30 – 9:30 a.m. & 11:00 – 2:00 p.m. (cooks)

Session 3 @ Nightingale:

July 24 – August 4, 2023, 7:30 – 9:30 a.m. (cooks)

11:00 – 2:00 p.m. (**workers)

***June 14 – July 31, 2023 - Office Manager, Child Nutrition

Hourly pay rate shall be the employee's regular rate of pay, if working in the same classification. If working in a higher classification, out of class pay shall be paid.

QUALIFICATIONS:

Nutrition Department Experience

TO APPLY:

Submit a letter of interest summarizing your experience and qualifications to Susan Salucci, Assistant Superintendent/Human Resources, in care of Michelle Gitchell, at the above address (no emails please).

Applicants must follow the above instructions to be considered.

DEADLINE TO APPLY:

Open until filled

INTERVIEW/TESTING:

Selected applicants will be notified

Meeting minimum qualifications does not insure the candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge and abilities. The district reserves the right to extend time limits, reinstate or withdraw the recruitment-selection process at any point.

General Requirements Upon Offer of Employment

The Immigration Reform and Control Act requires that the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States

Individuals selected for employment must have a tuberculin examination to determine freedom from tuberculosis. The District may require a job related physical examination and satisfactory result from such an exam. This cost is the responsibility of the District.

State law requires that all employees be fingerprinted and cleared through the Department of Justice. This cost is the responsibility of the applicant.

"The Orcutt Union School District does not discriminate on the basis of A person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation in the educational programs or activities which it operates"

****AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER****

ORCUTT UNION SCHOOL DISTRICT

CLASS TITLE: CHILD NUTRITION COOK

BASIC FUNCTION:

Under the direction of the Director-Child Nutrition, prepare, cook and serve food items at an assigned satellite location; maintain child nutrition equipment and facilities in a clean and sanitary condition in accordance with State health laws.

REPRESENTATIVE DUTIES:

Prepare, cook and serve breakfast and lunch items according to established daily menus. *E*

Receive and unload food items transported from the central kitchen; box, bag and apportion food for serving. *E*

Set up serving areas; serve food to students, teachers and other personnel. *E*

Maintain work area and serving areas in a sanitary manner; clean serving counter, tables, benches, food containers and other equipment; wash pots and pans, utensils and other serving equipment; store kitchen equipment. *E*

Operate a variety of standard kitchen equipment including slicer, chopper, mixer, fryer, warmer, oven and other equipment. *E*

Sell lunch tickets and food items as directed; make change and count monies; record amounts of food sold and monies collected. *E*

Communicate with site and District personnel regarding kitchen maintenance, equipment repair, food deliveries and meal counts. *E*

Assist with inventory and assure that food is stored properly; order, receive, rotate and store food deliveries. *E*

Prepare food for related child nutrition programs. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods of preparing, cooking and serving food in large quantities.

Kitchen sanitation and safety practices and requirements.

Operation, cleaning and maintenance of utensils and equipment.

Health and safety regulations.

Standard weights and measures used in cooking.

ABILITY TO:

- Prepare, cook and serve breakfast and lunch items according to established daily menus.
- Understand and follow oral and written directions.
- Prepare and cook foods in quantity.
- Operate standard machines found in school cafeterias and kitchens.
- Lift moderately heavy objects (up to 50 lbs)
- Establish and maintain effective working relationships with others.
- Maintain safety and sanitation standards.
- Prepare attractive, appetizing and nutritious meals.
- Meet schedules and time lines.
- Learn to perform simple transactions on the computer in order to expedite communications and records transfer to District Office.
- Perform simple math functions, collect money and make correct change.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience in quantity food preparation and kitchen maintenance.

LICENSES AND OTHER REQUIREMENTS:

Certification in Food Safety by State approved examination.
Renewal by exam every three (3) years.

WORKING CONDITIONS:

ENVIRONMENT:

School cafeteria or kitchen environment.
Exposure to hot foods, equipment and metal objects.

PHYSICAL DEMANDS:

Lifting, carrying, pushing or pulling heavy objects.
Standing or walking for extended periods of time.
Dexterity of hands and fingers to operate kitchen equipment.
Carrying, pushing or pulling food trays, carts, materials and supplies.
Reaching overhead, above the shoulders and horizontally.
Seeing to assure proper quantities of food.
Bending at the waist, kneeling or crouching.

HAZARDS:

Heat from cooking equipment.
Exposure to sharp knives and slicers.

ORCUTT UNION SCHOOL DISTRICT

CLASS TITLE: CHILD NUTRITION WORKER

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of duties to assist in food service operations at one or more assigned locations; maintain food service work and serving areas and equipment in a clean and sanitary condition.

REPRESENTATIVE DUTIES:

Prepare, wash and cut vegetables, fruits and other foods for cooking. *E*

Set up serving area; serve food to students, faculty and other personnel according to established schedules; work cooperatively to assure that necessary food is available for service. *E*

Maintain work areas and serving areas in a sanitary manner; clean serving counter, tables, benches, food containers and other equipment; wash pots and pans, utensils and other serving equipment; store kitchen equipment. *E*

Operate a variety of standard kitchen equipment including slicer, chopper, mixer, steamer, fryer, dishwasher, warmer, oven and others. *E*

Weigh and measure portions for serving; count number of items on hand and number sold. *E*

Sell lunch tickets and food items as assigned; collect monies, make change and maintain simple records. *E*

Prepare or assist in preparing salads, desserts, sandwiches and beverages as assigned. *E*

Pack food for transport to satellite schools as assigned. *E*

Assist other food service personnel as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Sanitation and safety procedures and practices related to cooking and serving food.

Methods of preparing and serving food in large quantity.

Standard kitchen utensils, equipment and measurements.

Health and safety regulations.

Basic food preparation methods including washing, cutting and assembling food and ingredients.

ABILITY TO:

- Learn to prepare and serve a variety of foods.
- Understand and follow oral and written directions.
- Lift moderately heavy objects.
- Operate cafeteria and kitchen equipment.
- Work cooperatively with others.
- Meet schedules and time lines.
- Follow sanitation and safety requirements as directed.
- Learn to perform simple transactions on the computer in order to expedite communications and records transfer to District Office.
- Perform simple math functions, collect money and make correct change.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

WORKING CONDITIONS:

ENVIRONMENT:

- School cafeteria or kitchen environment.
- Exposure to hot foods, equipment and metal objects.

PHYSICAL DEMANDS:

- Lifting, carrying, pushing or pulling heavy objects.
- Standing or walking for extended periods of time.
- Dexterity of hands and fingers to operate kitchen equipment.
- Carrying, pushing or pulling food trays, carts, materials and supplies.
- Reaching overhead, above the shoulders and horizontally.
- Seeing to assure proper quantities of food.
- Bending at the waist, kneeling or crouching.

HAZARDS:

- Heat from cooking equipment.
- Exposure to sharp knives and slicers.

ORCUTT UNION SCHOOL DISTRICT

CLASS TITLE: OFFICE MANAGER, CHILD NUTRITION

BASIC FUNCTION:

Under the direction of the Director of Child Nutrition, perform accounting clerical work involving financial record keeping in assigned areas such as accounts payable and accounts receivable; perform clerical work including typing and filing.

REPRESENTATIVE DUTIES:

Organize and coordinate a variety of clerical and other office functions and activities in an administrative office; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established time lines. *E*

Answer telephones and greet visitors; provide information to students, staff, parents and the public and provide information or direct to appropriate personnel; take and relay messages; open, sort and route mail, interpret, apply and explain District policies, procedures and regulations; assist other District personnel as necessary. *E*

Perform a variety of secretarial duties and provide administrative assistance to the Site Administrator and other administrators as assigned; schedule and arrange appointments, meetings and conferences. *E*

Communicate with site and District personnel and administrators regarding site operations and maintenance, supplies, policies and procedures, activities and concerns. *E*

Compile and organize information, compose and respond to routine correspondence; record and tabulate data; type, proofread, edit and revise written materials including correspondence, bulletins, reports, records, lists, requisitions purchase orders and memoranda. Collect, compile and distribute various state and district required forms and reports. *E*

Order, receive and distribute office supplies, materials and equipment as needed; assure that office equipment is functioning properly and arrange repairs as needed. *E*

Count monies, prepare records of cash; prepare bank deposits; forward monies according to approved procedures for student body, evolving cash and clearing accounts. *E*

Input accounts payable into computerized accounting system and run required accounts payable reports according to established time lines. *E*

Maintain current and accurate records of monies spent; process petty cash and budget requests. *E*

Operate a variety of office equipment including computer terminal, calculator, copier

and printer. *E*

Maintain knowledge of district software applications. *E*

Assist other department staff members as necessary to assure timely and efficient operation. *E*

Substitute, as needed, as a Cashier or Child Nutrition Worker. *E*

Prepare and maintain a variety of records, files and reports. *E*

Train and provide work direction to assigned personnel. *E*

File bills, vouchers, warrants and other records. *E*

Prepare or check warrants and invoices. *E*

Maintain appropriate audit trails. *E*

Operate a two-way radio. *E*

Attend meetings. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Secretarial, clerical and administrative assistance duties required to support an administrator.

Coordination of office aspects of diverse programs and activities.

Record-keeping techniques.

Oral and written communication skills.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Accounting practices, procedures and terminology.

Accounting automated systems.

District organization, operations, policies and objectives

Oral and written communication skills.

Technical aspects of field of specialty.

Modern office practices, procedures and equipment.

Principles of training and providing work direction.

ABILITY TO:

Apply bookkeeping and financial record-keeping principles to the maintenance of fiscal and accounting records.

Organize and coordinate a variety of clerical and other office functions and activities in an administrative office.

Relieve an administrator of administrative detail and respond to routine inquiries.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written instructions.

Communicate effectively with students, parents, staff and administration.

Interpret, apply and explain rules, regulations, policies and procedures.

Complete work with many interruptions.

Maintain records and prepare reports.

Type at 50 words per minute from clear copy.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Train and provide work direction to others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, or preferably course work in business, accounting and financial record keeping.

LICENSES AND OTHER REQUIREMENTS:

Must be bondable

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Kitchen environment.

Constant interruptions.

PHYSICAL DEMANDS:

Seeing to count money and inspect financial records.

Hearing and speaking to communicate with vendors and District staff.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally to retrieve and file records.

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.