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St. Helena Unified School District
465 Main Street
St. Helena, CA 94574

Internal/External

FOOD SERVICE ASSISTANT II

St. Helena Unified School District is now accepting applications for a Food Service Assistant II position to work 5 hrs./day (25 hours a week).

General Duties: Under the general supervision of Director of Food Service operates a stand-alone food service and performs food service preparation, packaging/proportion, service, cashiering, data entry and clean up. Maintains an inventory of food, determines quantity of food required, and makes the appropriate orders. Maintains food service records in compliance with state and federal requirements. There is no site guarantee for this position. The Food Service Director determines the schedule and site year to year based on the needs of the District.

Qualifications: Working knowledge of principles of sanitation and safety, time and motion, food preparation, important factors in human relations such as communication with students and adults, methods of quantity food preparation. Requires sufficient math skills and reading skills to interpret menus, ingredient lists and preparation instructions. Must be able to read, write and speak English.

Hours: 5 hours/day M-F; (8:00 a.m. – 1:30 p.m.)

Note: Start & end times subject to change depending on the needs of the District.

Beginning Date: A.S.A.P. (contingent on Post Offer Employment Testing fingerprint and TB clearances)

Work Year: 183 days (will be pro-rated for 2024-25 school year)

Salary: CSEA Salary Schedule Grade 107 (\$21.65-\$25.33/hr. DOE)

Deadline: OPEN UNTIL FILLED

How to Apply: Internal applicants please submit a letter of intent to Melissa Hansen in Human Resources at the District Office. Emails are acceptable. External candidates must apply online at www.edjoin.org/shusd

Distribution: All SHUSD employees, SHUSD website & Edjoin

Posted: 09/11/2024

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