

**OLYMPIA SCHOOL DISTRICT NO. 111**

**Job Category: Food Services**

**Posting Dates: Open Until Filled**

The Olympia School District Human Resources Office is now accepting applications from current employees for the following positions. Interested employees may submit a transfer request by calling the District Human Resources Office at 596-6185 prior to the deadline date.

<b>Position</b>	<b>Hours/FTE</b>	<b>Location</b>
<b>Server/Helper Substitute</b>	<b>Variable Times/Shifts</b>	<b>Food Services</b>
<i>Olympia School District will review applicants for this job opening, and will extend an offer of conditional employment to the successful, most qualified, applicant. A conditional job offer is contingent upon receipt of results of a satisfactory functional employment screening designed solely to determine if the successful applicant has the physical ability to perform the lifting, carrying, bending, climbing, sustained physical effort, and all other physical duties of the position being offered. The conditional job offer will be valid for 2 weeks; the district will provide instructions on where and how to obtain the required functional employment screening. The functional employment screening will be conducted at no cost to the successful applicant.</i>		
<i>The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.</i>		
<b>Salary: Teamsters Salary Schedule - \$14.81 per hour</b>		

**Position:** Helper/Server Substitute

**Responsible to:** School's Kitchen Manager

**Location:** 19 school meal serving sites in the Olympia School District

**Hours:** Time will vary depending on school's lunch schedule. Usually a 3.0-hour shift.

**Rate of Pay** Entry level \$14.81 per hour

**Basic Functions:**

Will fill in when a permanent helper/server employee is absent. Assist with the serving and cleanup of the school lunch program.

**Primary Responsibilities:**

- Under the direction of the kitchen manager will be assigned tasks that involve food preparation, setup and cleanup.
- Complying with all local health department regulations.

### **Knowledge and Abilities Required:**

- ❑ Good written and oral communication skills. Ability to follow written and oral instructions.
- ❑ Record keeping skills i.e. simple arithmetic.
- ❑ Operation of a computerized meal count system (will train).
- ❑ Knowledge of United States Department of agriculture, National School Lunch/Breakfast requirements. (will train)
- ❑ Must be able to lift heavy or bulky objects and stand or walk on concrete floors for an extended period of time.
- ❑ Ability to work independently with a minimum of supervision.
- ❑ Ability to work under pressure.
- ❑ Ability to get along with children and use tact and discretion with adults.

### **Minimum Qualifications:**

Previous experience in school or an institutional Food Service operation will be given strong consideration.

Contact Paul Flock at 360-596-7064 for more information.

### **Application Procedure for out of district candidates**

Apply through EdJobsNW @ <https://edjobsnw.org>

*If you share our commitment to provide challenging opportunities for all students to be successful, we'd like to hear from you!*

Olympia School District 111 Bethel St NE Olympia, WA 98506  
(360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

### **Equal Employment Opportunity:**

Olympia School District 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 the Boy Scouts and other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator: Scott Niemann, 360-596-6193, [sniemann@osd.wednet.edu](mailto:sniemann@osd.wednet.edu); Autumn Lara, 360-596-8534, [alara@osd.wednet.edu](mailto:alara@osd.wednet.edu); Title IX Coordinator: Scott Niemann/Autumn Lara, 360-596-6193, [sniemann@osd.wednet.edu](mailto:sniemann@osd.wednet.edu); and 504 Coordinator: Ken Turcotte, 360-596-7542, [klturcotte@osd.wednet.edu](mailto:klturcotte@osd.wednet.edu). Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three

days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.