

OLYMPIA SCHOOL DISTRICT NO. 111

Job Category: Food Services

Posting Dates: April 15 – 21, 2021

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 emailing Cassie Lewis in the Human Resources office at calewis@osd.wednet.edu.

Position	Hours/FTE	Location
Elementary Kitchen Manager	20 hours per week/Temporary	Boston Harbor
<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>		
Salary: Teamster Salary Schedule		

Position: Elementary Manager - Temporary

Responsible to: Central Kitchen Coordinators and Food Service Supervisor

Location: Boston Harbor Elementary 7300 Zangle Road NE

Hours: 5.0 hours/day (8:15 am – 1:15 pm), Mon, Tues, Thur, Fri (does not report on Wednesdays)

Basic Functions: Overseeing the school breakfast and lunch programs for Boston Harbor Elementary. Complying with state and federal requirements pertaining to the breakfast and lunch programs.

Primary Responsibilities:

- Compiles daily records required for the breakfast and lunch programs.
- Maintaining the confidentiality of computerized student meal eligibility information.
- Ordering of kitchen supplies from the central kitchen as needed.
- Checks food delivery from central kitchen for accuracy.
- Complying with all local health department regulations.
- Maintains food temperature logs to document that foods are being served to customers at the proper temperatures.
- Ordering of milk from approved vendor.
- Continually monitors lunch program for cost savings and improvements.

Knowledge and Abilities Required:

- Good written and oral communication skills. Ability to follow written and oral instructions.
- Record keeping skills i.e. simple arithmetic.
- Ability to operate a computerized meal count system
- Knowledge of United States Department of agriculture, National School Lunch/Breakfast requirements.
- 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:

- High school graduate or equal and three years experience in school or institutional Food Service.

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: Title IX Officer – Michael Hart, (360) 596-8545, mhart@osd.wednet.edu; Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, alara@osd.wednet.edu; Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, klturcotte@osd.wednet.edu; ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, shoff@osd.wednet.edu; Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, sniemann@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.