

Medical Lake School District #326  
Medical Lake, Washington

**CLASSIFIED POSITION ANNOUNCEMENT**

**Cafeteria III  
Summer Meals Program  
Medical Lake School District**

Posting Date: April 10, 2019  
Closing Date: April 18, 2018

**IN-DISTRICT POSTING ONLY**

Posting #	1819.58
Superintendent:	_____
_____ Date _____	
Personnel:	_____
_____ Date _____	
New Employee:	_____
Start Date:	07/01/2019
Summer position	

**SUMMARY OF ASSIGNMENT:**

Tentative hours for this position is 8:45 – 12:45, 4 hours per day, 4 days a week, Monday - Thursday, July 1, 2019 through August 15, 2019, excluding July 4

**Qualifications:**

1. Must possess current food handler's permit
2. Ability to read and write and knowledge of basic math
3. Possess strong leadership skills, and have the ability to lead and direct in a positive manner
4. Ability to do required, fast-paced, physical work
5. Must be able to lift up to 50 pounds
6. Must follow dress code and maintain good personal hygiene

**Job Responsibilities:**

1. Run register, take payments, ring up reimbursable meals, run end of the day reports, and get deposits ready for pick up.
2. Maintain production records and temperature records
3. Prepare meals
4. Direct co-workers in preparing and serving meals, maintaining inventory, record keeping and cleaning
5. Set up and serve meals
6. Clean and maintain serving lines and cafeteria tables and restock inventory in between lunches
7. Operate kitchen equipment
8. Maintain a sanitary kitchen, clean walk-in cooler, portable milk coolers, carts, and all kitchen appliances
9. Build and maintain good relationships with students
10. Build and maintain good relationships with co-workers and other building staff
11. Ensure proper storage of food
12. Help train and assist new employees and substitute workers
13. Keep running inventory and turn in weekly orders to Cafeteria II and Director of Nutrition Services
14. Attend monthly lead meetings and all scheduled mandatory all staff meetings
15. Communicate with other kitchen leads and prepare their orders for the day
16. Laundry duties
17. Performs other duties as directed by supervisor

**IMMEDIATE SUPERVISOR(S):**

Director of Nutrition Services

**TERMS OF EMPLOYMENT:**

This position is a part of the PSE bargaining unit and salary will be per negotiated agreement.

**APPLICATION PROCEDURE:**

**Current Employees:** Please submit a letter of interest to Debra DuPey, Human Resource Specialist, Medical Lake School District

The Medical Lake School District No. 326 complies with all federal and state rules and regulations and will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 compliance officer and/or Section 504/ADA coordinator: Timothy D. Ames, Superintendent, PO. Box 128, Medical Lake, WA 99022, (509) 565-3100.