



841 NE 22<sup>nd</sup> Ave., Camas, WA 98607  
(360) 335-3000  
*An Equal Opportunity Employer*

## PSE OPENING 2009-2010 SCHOOL YEAR

**Job:** 2009-32  
**Date:** October 13, 2009  
**Position:** Food Service: Server's Helper  
**Location:** Camas High  
**Schedule:** Monday - Friday: 9:30 a.m. – 12:30 p.m.; 3.0 hours per day; School year calendar schedule-Last day 6/16/10.

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### Qualifications:

- Minimum high school diploma or equivalent required.
- Ability to serve attractive meals.
- Can demonstrate previous successful experience working with adults and children.
- Possess current health card.
- Consistent, reliable attendance according to the established work schedule required.
- Must be willing to be flexible and do additional jobs as assigned.
- See attached job description.

**Contract:** Regular.

**Salary:** According to PSE Salary Schedule.

**Inside Closing Date:** **October 19, 2009**, for applicants from within Camas School District.  
*Application may be made by submitting a signed Transfer Request to the Human Resources Department.*

**Outside Closing Date:** Open until filled

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### Application Procedure:

1. Include a general cover letter of application summarizing your qualifications.
2. Complete a classified employment application form, inserts and materials as required in the application packet, including a resume.
3. Send materials to: Human Resources; Camas School District No. 117; 841 NE 22<sup>nd</sup> Ave.; Camas, WA 98607.

If the above materials have already been completed and are on file, submit to Human Resources a letter indicating your interest in being considered for this position. If you have questions, you may call between 7:30 a.m. – 4:30 p.m. Monday through Friday at (360) 335-3000.

Every effort is made to ensure that all employment decisions are administered in accordance with the principles of equal opportunity. The Camas School District No. 117 complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, religion, creed, national origin, gender, marital status, age, pregnancy, sexual orientation (including gender identity) the presence of a disability, or any other basis prohibited by law. Inquiries regarding compliance and/or grievance procedures may be directed to Rita Pakenen, Title IX/RCW 28A.640 compliance officer and/or Ralph Pruitt Section 504 Americans with Disabilities Act (ADA) coordinator.

All Employees are required to furnish proof of identity and employment authorization status. The Camas School District is committed to providing a drug-free, tobacco-free environment for all persons—students, community and staff. Any offer of employment with Camas School District is on a conditional basis pending the successful completion of a FBI and Washington State Patrol fingerprint background check.

**Position:** Server's Helper

**Position Summary** To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and friendliness.

- Qualifications:**
1. Minimum high school graduate or equivalent
  2. Ability to serve attractive meals
  3. Can demonstrate previous successful experience working with adults and children
  4. Possess current health card

**Reports to:** Food Services Supervisor

### Tasks

1. Assist in preparation of food portions to be served.

<b>TECHNIQUE</b>	Cutting, sorting, opening, stirring, straining, counting
<b>TOOLS/EQUIPMENT NECESSARY</b>	Can opener, knives, pots/pans, oven, sink, trash can, dishcloth, apron, gloves
<b>FREQUENCY</b>	Daily
<b>PHYSICAL/MENTAL DEMANDS</b>	Bending, stooping, lifting up to 40 pounds, moving at an efficient pace

2. Assist in putting food in individual bowls for serving.

<b>TECHNIQUE</b>	Spooning, straining, portioning
<b>TOOLS/EQUIPMENT NECESSARY</b>	Scoop, strain, slotted spoon, serving spoon, can opener, spatula, tray, dishcloth, apron, gloves
<b>FREQUENCY</b>	As necessary
<b>PHYSICAL/MENTAL DEMANDS</b>	Same as above

3. Count trays used for serving food.

<b>TECHNIQUE</b>	Counting, recording
<b>TOOLS/EQUIPMENT NECESSARY</b>	Trays, lunch form, pencil
<b>FREQUENCY</b>	Daily
<b>PHYSICAL/MENTAL DEMANDS</b>	Accurate counting skills, lifting up to 40 pounds, moving at an efficient pace

4. Set up cafeteria line and salad bars for serving.

<b>TECHNIQUE</b>	Carrying, lifting, organizing
<b>TOOLS/EQUIPMENT NECESSARY</b>	Pans, lids, containers, trays, pot-holders, napkins, straws, silverware, dishcloths
<b>FREQUENCY</b>	Daily
<b>PHYSICAL/MENTAL DEMANDS</b>	Bending, stooping, carrying/lifting up to 40 pounds, moving at an efficient pace

5. Assist in putting groceries away.

<b>TECHNIQUE</b>	Carrying, lifting, organizing, counting, unpacking
<b>TOOLS/EQUIPMENT NECESSARY</b>	Box knife, cooler/freezers
<b>FREQUENCY</b>	As necessary
<b>PHYSICAL/MENTAL DEMANDS</b>	Accurate counting skills, carrying/lifting up to 40 pounds, moving at an efficient pace

6. Put milk out before serving food.

<b>TECHNIQUE</b>	Carrying, lifting, counting
<b>TOOLS/EQUIPMENT NECESSARY</b>	Milk, milk case, lunch form, pencil
<b>FREQUENCY</b>	Daily
<b>PHYSICAL/MENTAL DEMANDS</b>	Same as above

7. Assist in serving food.

<b>TECHNIQUE</b>	Spooning, serving
<b>TOOLS/EQUIPMENT NECESSARY</b>	Serving spoon, slotted spoon, ladle, scoop, pot-holders, dishcloth, gloves
<b>FREQUENCY</b>	Daily
<b>PHYSICAL/MENTAL DEMANDS</b>	Bending, stooping, carrying/lifting up to 40 pounds, moving at an efficient pace

8. Remove everything from serving line and store leftovers.

<b>TECHNIQUE</b>	Carrying, storing, disposing
<b>TOOLS/EQUIPMENT NECESSARY</b>	Storage containers, utensils, pot-holders, dishcloths
<b>FREQUENCY</b>	Daily
<b>PHYSICAL/MENTAL DEMANDS</b>	Bending, stooping, carrying/lifting up to 40 pounds, moving at an efficient pace

9. Return unsold milk to cooler.

<b>TECHNIQUE</b>	Carrying, storing, counting
<b>TOOLS/EQUIPMENT NECESSARY</b>	Milk case, cooler, lunch form
<b>FREQUENCY</b>	Daily
<b>PHYSICAL/MENTAL DEMANDS</b>	Bending, stooping, lifting up to 40 pounds, accurate counting skills, moving at an efficient pace

10. Transport used dishes and pans to dishwasher.

<b>TECHNIQUE</b>	Carrying
<b>TOOLS/EQUIPMENT NECESSARY</b>	Pots, pans, lids, utensils, bowls
<b>FREQUENCY</b>	Daily
<b>PHYSICAL/MENTAL DEMANDS</b>	Carrying/lifting up to 40 pounds, moving at an efficient pace

11. Return clean dishes, trays, pots and pans, lids and utensils to proper storage place.

<b>TECHNIQUE</b>	Carrying, lifting, bending, counting, sorting
<b>TOOLS/EQUIPMENT NECESSARY</b>	Dishes, utensils, pots and pans, lids, trays
<b>FREQUENCY</b>	Daily
<b>PHYSICAL/MENTAL DEMANDS</b>	Ability to count accurately, ability to return items to proper storage places, moving at an efficient pace

12. Wash and sanitize dishes, counters and serving line in kitchen.

<b>TECHNIQUE</b>	Washing, drying, scrubbing, spraying dishes, using dishwasher
<b>TOOLS/EQUIPMENT NECESSARY</b>	Hot water, soap, sanitizer, bucket, cleaning rags, drying cloths, SOS pads, dishwasher
<b>FREQUENCY</b>	Daily
<b>PHYSICAL/MENTAL DEMANDS</b>	Scrubbing, bending, reaching, lifting up to 40 pounds, moving at an efficient pace

13. Sweep kitchen area floor.

<b>TECHNIQUE</b>	Sweeping
<b>TOOLS/EQUIPMENT NECESSARY</b>	Broom, dust pan and foxtail, trash can
<b>FREQUENCY</b>	Daily
<b>PHYSICAL/MENTAL DEMANDS</b>	Bending, reaching, stooping, lifting up to 40 pounds, moving at an efficient pace

14. Putting laundry out for pick up.

<b>TECHNIQUE</b>	Sorting, storing, carrying, lifting
<b>TOOLS/EQUIPMENT NECESSARY</b>	Dirty laundry, laundry bag
<b>FREQUENCY</b>	Daily
<b>PHYSICAL/MENTAL DEMANDS</b>	Carrying/lifting up to 40 pounds, bending, moving at an efficient pace

**Additional Responsibilities:**

1. Assists in the preparation of food portions and prepares cafeteria counter
2. Serves students and staff from the cafeteria counter
3. Removes used dishes and assists in the cleaning of counters, tables, and furnishings in the dining area
4. Maintains the trash and garbage collection area in a neat and sanitary fashion
5. Performs related duties as required including duties at special meal functions
6. In the absence of the Head Server, must be able to assume the Head Server's position
7. Performs other duties as assigned
8. Maintains a high level of ethical behavior and confidentiality

**Successful Performance Requires:**

1. Ability to be a team player
2. Ability to treat all students with dignity
3. Strong regard for relationships with peers and children
4. Punctuality
5. A good sense of humor