

LANDER COUNTY SCHOOL DISTRICT
P.O. BOX 1300
Battle Mountain, NV 89820
(775) 635-2886
FAX (775) 635-5347

**POSITION ANNOUNCEMENT
FOOD SERVICES ASSISTANT**

STARTING DATE: September 2020

HOURLY WAGE: \$13.34 per hour (10 % Above food service worker Step) (no more than 17 hours per week)
No benefits.

RESPONSIBILITIES: Shall report directly to The Food Services Director and/or Site Administrator. Helps plan, coordinate, direct, and participates in the activities required to assist in the Food Services Department, and performs other work as required. Helps plan, prepare, and serve meals for school meal programs, provides direction to Assistant Cooks, and performs other work as required. Point of Sale System – collection of money, keeping accurate records, ensure appropriately portioned servings according to portion control standards and nutritional analysis, ensure accurate meal counts by eligibility are taken. Work with/around kids, must be a team player, follow direction from Food Service Director, maintains fair and accurate communications with staff and FSD, be able to multitask in an environment with many interruptions, follows food and safety regulations, maintains professionalism when dealing with students, staff, and parents with concerns, willing to attend meetings, conferences that may be out of town.

QUALIFICATIONS: Prior experience in the food service field is helpful. **Must have knowledge of excel spreadsheets**, cashiering experience, and management experience. Menu compliance – maintain nutritionally balanced meals through proper analysis (excel spreadsheet), ordering, inventory, supervision of HACCP procedures. Possession of a valid driver's license, possession of, or ability to obtain, a Certificate of Training in Safe Food Handling. Bilingual (English/Spanish) a plus. Must pass background check and **FINGERPRINTING IS REQUIRED AT TIME OF HIRE.**

PHYSICAL STRENGTH DEMANDS: Reaching, stooping, bending, lifting, carrying, and manipulating various boxes, supplies and equipment. Must be able to lift, maneuver, load or carry items, boxes, pans **up to and over 50 lbs.** Vision to use keyboard and video display terminal, vision to read excel spreadsheets.

WORKING CONDITIONS: Clean work environment with some exposure to conditions such as dust, fumes, odors, noise, chemicals and cleaning agents, heat from cooking and cold from walk-in refrigerators and freezers.

CLOSING DATE: Open until filled

REQUEST FOR TRANSFER: Submit a formal letter of interest to HR@landernv.net

APPLICATION MAY BE REQUESTED FROM:

Lander County School District
Administration Office
P.O. Box 1300
Battle Mountain, NV 89820
Phone: (775) 635-2886

District Website at
www.lander.k12.nv.us
Electronic copies are available

CONTACT PERSON: Tamara Tooley, Personnel