

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Soldotna, Alaska

NOTICE OF VACANCY
January 5, 2015

2014-15

Job Title:	Food Service Itinerant Substitute	Salary:	\$13.97/hr
Reports To:	Building Administrator	Range:	1
Location:	Homer High School Homer, AK	Hrs/Day	3.5 hrs/day
		# of Days:	179

JOB PURPOSE: To perform the duties of Manager I-S, Kitchen Assistant, Dishwasher, Cashier, or Central Kitchen Assistants at one of the 15 central peninsula food service kitchens when a regular employee is absent or needs assistance.

Duties, Responsibilities and Accountabilities

1. **Food Preparation and Service:** Prepares a variety of foods as directed by the district school lunch menu or a la carte menu, central kitchen coordinator and district production records; organizes and sets up the serving line for lunch; directs and assists student kitchen helpers with serving lunch and other assigned tasks; clears the serving line after lunch and properly stores extra food and supplies.
2. **Cashier:** Collects money, scans bar code cards and operates an electronic cash register during the lunch period; receives and records lunch account deposits using the electronic cash register; balances sales, cash collected and account deposits daily; prepares a daily bank deposit.
3. **Clerical:** Prepares a daily food and supply order for the central kitchen; responsible for calling the central kitchen manager daily with lunch participation figures and to place the following day's order; prepares a daily lunch production record.
4. **Kitchen Sanitation:** Washes, rinses, sanitizes and properly stores all kitchen appliances, equipment, cookware, serving utensils, lunch trays and transport carts after each use; operates a variety of kitchen equipment in an efficient, effective and safe manner; assists with the regular cleaning and sanitizing of the kitchen facility; ensures that the kitchen and storeroom will pass all DEC health inspections.
5. **Teamwork:** Performs other related duties as required or assigned by the central kitchen coordinator, food service administrator or kitchen manager; works cooperatively with the school principal, central peninsula kitchen coordinator, district food service administrator, kitchen manager, kitchen/cashier assistant, cashier, school staff, students and visitors.

Knowledge, Skills and Abilities

1. Requires willingness, patience, and skill in directing, supervising and interacting with students and food service employees.
2. Requires a strong sense of teamwork and the ability to work cooperatively with others.
3. Requires knowledge and demonstrated skill in organizing work and following instructions.
4. Requires knowledge and demonstrated skill in quantity food production, food safety and sanitation.
5. Requires knowledge of food and supply ordering.
6. Requires a working knowledge of the school lunch accountability regulations and sales and cash control procedures.
7. Requires demonstrated skill in preparing accurate written reports & records and in performing bank transactions.
8. Requires physical ability to lift cases of food/supplies, pots and pans.
9. Requires a working knowledge of sanitation and basic cleaning methods. Requires a willingness to perform them on a daily basis.
10. Requires willingness and flexibility to adapt readily to change and to perform various job-related duties as situations require.

This position must be able to work together with a wide variety of personalities in many different food service situations. The position requires travel, sometimes on short notice, to all 15 central peninsula schools.

Language Skills: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to effectively present information in one-on-one and small group situations.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurements, volume and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities: Ability to work in a friendly manner with co-workers and students. Ability to perform job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands: While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a cash register.

The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food, etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision and color vision.

Work Environment: While performing the duties of this job the employee occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the work environment is frequently loud. The employee has a greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

TO APPLY: Must have a complete application on file.

PLEASE CONTACT: Kenai Peninsula Borough School District
Human Resources
148 North Binkley
Soldotna, AK 99669

LAST DAY TO APPLY: Until Filled

WE ARE AN EQUAL OPPORTUNITY EMPLOYER