

GRIDLEY UNIFIED SCHOOL DISTRICT

429 Magnolia Street

Gridley, CA 95948

530.846.4721 ❖❖ Fax 530.846.4595

NOTICE OF CLASSIFIED VACANCY

Position: Cafeteria Helper

Hours: 11:30 a.m. – 1:00 p.m. (1.5 hrs. per day)

Locations: Wilson School

Minimum Qualifications:

1. High School diploma or general education degree (GED); related experience and or training in food preparation and kitchen maintenance preferred;
2. California Driver's License (required by the first day of service); First Aide certificate may be required.
3. Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram or schedule form.
4. Ability to deal with problems involving a few known variables in routine situations.
5. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen.

Essential Duties and Responsibilities:

1. Monitors, maintains and records proper serving temperatures.
2. Cleans work areas and cafeteria tables as needed.
3. Uses cleaning chemicals and supplies in accordance with specified safety protocols.
4. Maintains a high standard of sanitation and safety in food preparation and work area.
5. Maintains sanitary personal habits and a clean and neat appearance.
6. Cooperates and communicates with other school staff, public, parents and students to promote a positive school climate.

Work Year: 9-months

Salary Range: Appropriate placement on the Classified Salary Schedule (see reverse)

Application Deadline:

1. Applications may be obtained from the Gridley Unified School District Office, 429 Magnolia Street, Gridley.
2. Current employees must submit written notice of interest to the District Office by 4:00 p.m. on March 2, 2012.
3. Applications must be received in the District Office by 4:00 p.m. on March 2, 2012.
4. To comply with the Immigration Reform and Control Act of 1986, all new employees must provide proof of identity and authorization to work in the United States.
5. Fingerprinting for the purpose of conducting a background clearance will be required prior to employment.

02/16/12

Equal Opportunity Employer / Applicants will be accepted and assigned to jobs and otherwise treated without regard to race, color, religion, national origin, gender, sexual orientation, age, marital status, veteran status or disability, as well as other classifications as protected by applicable Federal, state or local laws.

A. Van Gundy

GRIDLEY UNIFIED SCHOOL DISTRICT

2007-2008

CLASSIFIED SALARY SCHEDULE

Proposed Salary Schedule 2007-2008

| Range/Step | Annual Salary Steps | | | | | Service Credit by Years of Service | | | | | |
|------------|---------------------|-------|-------|-------|-------|------------------------------------|-------|-------|-------|-------|-------|
| | 1 | 2 | 3 | 4 | 5-9 | 10-14 | 15-19 | 20-24 | 25-29 | 30-34 | 35+ |
| 11 | 9.56 | 10.04 | 10.54 | 11.07 | 11.62 | 12.20 | 12.81 | 13.45 | 14.12 | 14.83 | 15.57 |
| 12 | 10.04 | 10.54 | 11.07 | 11.62 | 12.20 | 12.81 | 13.45 | 14.12 | 14.83 | 15.57 | 16.35 |
| 13 | 10.54 | 11.07 | 11.62 | 12.20 | 12.81 | 13.45 | 14.12 | 14.83 | 15.57 | 16.35 | 17.17 |
| 13.5 | 10.80 | 11.35 | 11.91 | 12.51 | 13.13 | 13.79 | 14.47 | 15.20 | 15.96 | 16.76 | 17.60 |
| 14 | 11.07 | 11.62 | 12.20 | 12.81 | 13.45 | 14.12 | 14.83 | 15.57 | 16.35 | 17.17 | 18.03 |
| 15 | 11.62 | 12.20 | 12.81 | 13.45 | 14.12 | 14.83 | 15.57 | 16.35 | 17.17 | 18.03 | 18.93 |
| 16 | 12.20 | 12.81 | 13.45 | 14.12 | 14.83 | 15.57 | 16.35 | 17.17 | 18.03 | 18.93 | 19.88 |
| 17 | 12.81 | 13.45 | 14.12 | 14.83 | 15.57 | 16.35 | 17.17 | 18.03 | 18.93 | 19.88 | 20.87 |
| 17.5 | 13.13 | 13.79 | 14.47 | 15.20 | 15.96 | 16.76 | 17.60 | 18.48 | 19.40 | 20.38 | 21.39 |
| 18 | 13.45 | 14.12 | 14.83 | 15.57 | 16.35 | 17.17 | 18.03 | 18.93 | 19.88 | 20.87 | 21.91 |
| 19 | 14.12 | 14.83 | 15.57 | 16.35 | 17.17 | 18.03 | 18.93 | 19.88 | 20.87 | 21.91 | 23.01 |
| 20 | 14.83 | 15.57 | 16.35 | 17.17 | 18.03 | 18.93 | 19.88 | 20.87 | 21.91 | 23.01 | 24.16 |
| 21 | 15.57 | 16.35 | 17.17 | 18.03 | 18.93 | 19.88 | 20.87 | 21.91 | 23.01 | 24.16 | 25.37 |
| 22 | 16.35 | 17.17 | 18.03 | 18.93 | 19.88 | 20.87 | 21.91 | 23.01 | 24.16 | 25.37 | 26.64 |
| 23 | 17.17 | 18.03 | 18.93 | 19.88 | 20.87 | 21.91 | 23.01 | 24.16 | 25.37 | 26.64 | 27.97 |
| 24 | 18.03 | 18.93 | 19.88 | 20.87 | 21.91 | 23.01 | 24.16 | 25.37 | 26.64 | 27.97 | 29.37 |
| 25 | 18.93 | 19.88 | 20.87 | 21.91 | 23.01 | 24.16 | 25.37 | 26.64 | 27.97 | 29.37 | 30.84 |
| 26 | 19.88 | 20.87 | 21.91 | 23.01 | 24.16 | 25.37 | 26.64 | 27.97 | 29.37 | 30.84 | 32.38 |

| <u>Job Title</u> | <u>Range</u> | <u>Job Title</u> | <u>Range</u> |
|---|--------------|-------------------------------|--------------|
| Bus Driver | 18 | Groundsman/Bus Driver | 17 |
| Bus Driver/Custodian | 18 | Health Aide | 11 |
| Bus Driver/Groundsman | 18 | Healthy Start Coordinator | 23 |
| Bus Driver/Maintenance | 20 | Instructional Aide I | 11 |
| Bus Driver Trainer | 19 | Instructional Aide II | 12 |
| Cafeteria Assistant Cook | 16 | Instructional Aide/ISS | 11 |
| Cafeteria Baker | 15 | Library Clerk I | 11 |
| Cafeteria Clerk I | 13.5 | Library Clerk II | 13 |
| Cafeteria Clerk II | 14 | Maintenance/Grounds Worker I | 18 |
| Cafeteria Cook (Cook I) | 15 | Maintenance/Grounds Worker II | 20 |
| Cafeteria Head Cook | 17 | Maintenance/Bus Driver | 18 |
| Cafeteria Helper | 13 | Media Clerk A | 11 |
| Cafeteria Snack Bar Cook (Cook II) | 17 | Media Clerk B | 12 |
| Clerical Aide I Health Services | 11 | Media/Computer Tech Clerk | 12 |
| Clerical Aide II Health Services | 14 | Noon Supervisor | 12 |
| Clerical Aide Music | 11 | Office Clerk A | 11 |
| Campus Supervisor | 21 | Office Clerk B | 12 |
| Car/Van Driver | 16 | School Secretary I | 14 |
| Computer Technician | 23 | School Secretary II | 15 |
| Custodian * | 16 | School Secretary III | 16 |
| Custodian/Cafeteria Assistant | 16 | Secretary Health Services | 15 |
| Custodian, Lead | 17.5 | Bus Driver/Dispatcher | 18 |
| District Office Secretary/Account Clerk | 17 | Payroll Technician | 19 |
| | | Mechanic/Bus Driver | 22 |

*Night Custodian add 5% differential

Employees assigned by the District to utilize a second language shall receive five percent (5%) bilingual differential

Board Approved:

4/1/2009

Gridley Unified School District
Job Description

JOB TITLE: Cafeteria Helper

SALARY LEVEL: 13

DIVISION: Classified

DEPARTMENT: Food Services

LOCATION: School Site/Snack Bar

REPORTS TO: Director of Child Nutrition

BOARD APPROVAL DATE: February 6, 2002

SUMMARY: The Cafeteria Helper assists in preparing and serving all foods required for the breakfast and lunch programs or snack bar.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Balances cash box and wraps coin.
- Operates Point of Sale computer system for breakfast and lunch at snack bar.
- Assists in the operation of school food service program by preparing, cooking or baking, setting up and serving meals.
- Reads and converts recipes.
- Operates all kitchen equipment in a safe manner.
- Monitors, maintains and records proper serving temperatures.
- Maintains inventory and shelves individual commercial cans of food and other food items.
- Cleans work areas and cafeteria tables as needed.
- Uses cleaning chemicals and supplies in accordance with specified safety protocols.
- Washes dishes, pots, pans, trays and utensils as needed.
- Maintains a high standard of sanitation and safety in food preparation and work area.
- Assists in completing daily production papers and other reports, as required.
- May travel to another site to assist with the breakfast/lunch program.
- Loads, unloads and/or drives school van when required.
- Cooperates and communicates with other school staff, public, parents, and students to promote a positive school climate.
- Maintains sanitary personal habits and a clean, neat appearance.
- Performs other related duties as assigned by Supervisor.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High School Diploma or General Education Degree (GED); related experience and/or training in food preparation and kitchen maintenance preferred; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation. Bilingual ability may be required.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES, LICENSES AND ABILITIES: California Driver's License required by the first day of service. Certification in Safety and Sanitation is required (e.g. HACCP). District First Aid and CPR training may be required and will be provided.

OTHER SKILLS AND ABILITIES: Ability to use food service computer software. Ability to communicate and interact with staff, students, parents and others in an open, friendly, business-like manner.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb up and down steps, stoop, kneel, and crouch or crawl, and smell.

The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate to loud, occasionally very loud.