



Classified Employment Opportunity



Bellflower Unified School District

Personnel Services • 16703 S. Clark Ave. • Bellflower CA 90706 • 562-866-9011 Ext. 2120 • www.busd.k12.ca.us

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PLEASE POST

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DATE POSTED: JULY 11, 2019

FOOD SERVICE ASSISTANT II

Open and Promotional
(Part-time and Substitute)

SALARY: Minimum of \$14.33 to a maximum of \$17.41 per hour. The salary rate is based on the 2019-2020 salary schedule for classified unit members. This is a five-step schedule.

POSITION: Under the direction of an assigned supervisor, prepare and serve hot and cold menu items to students and staff at an assigned school; maintain the kitchens and food service areas in a safe, clean and orderly condition. Prepare and serve hot and cold menu items to students and staff at an assigned school, observe quality and quantity of food served according to established procedures; assure proper temperature of foods; assure compliance with safety and sanitation regulations. Prepare and assemble sandwiches, meats, fruit, vegetables, dressings, salads and other food items as assigned; set-up, count, stock and serve milk; check expiration dates and discard containers as needed; package food for distribution various to district sites. Set-up, replenish and maintain cleanliness of student and staff salad bars; prepare a la carte snack bar cart; maintain related records. Clean serving counters, tables, chairs, food containers and other food service equipment and areas; assist with washing and drying dishes and utensils as needed. Perform general cleaning duties such as mopping, sweeping, emptying trash receptacles, refilling supply of paper towels and cleaning fluids as needed. Operate a computerized cash management system; perform cashiering duties; accept lunch cards and money for food and beverages sold; maintain records of meals and beverages served and monies collected. Monitor the behavior of students utilizing the cafeteria; train new food service employees and student workers as assigned. Assist with food preparation and service at special events as assigned.

QUALIFICATIONS: **Education/Experience:** Any combination equivalent to: graduation from high school and one year experience in the operation of school cafeterias and preparing and serving food. **Knowledge/Ability:** The knowledge of the proper methods of preparing and serving foods, of kitchen utensils and mechanical kitchens equipment. The ability to follow oral and written directions; to wash, cut, measure, mix and assemble ingredients; to use common cooking utensils and equipment, to do light manual work; and the ability to work cooperatively with others.

EXAMINATION: Technical Oral Interview = 100%

APPLICATION: District application may be obtained online at www.busd.k12.ca.us and at the above address between 8:00 a.m. and 4:30 p.m. Monday through Friday. **Resumes will not be accepted in lieu of the required application. All employment offers are conditional, based upon the successful completion of the following; Fingerprint/background clearance, drug screening, and a test for tuberculosis by a district approved physician.**

CLOSING DATE: Applications will be accepted on a continual basis.

TEST DATE: To be determined

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APPLICATION REQUIREMENTS: Employment applications will be received in the Personnel Commission office Monday through Friday, between 8:00 a.m. and 4:30 p.m. All applications for employment with the school district must be made on official district forms and must be complete and accurate. All information you provide will be subject to review and verification. The Personnel Commission reserves the right to limit the number of qualified candidates for this examination. Your application will only be accepted if clearly indicates that you meet the minimum qualifications for the position. The Personnel Commission shall assume no responsibility for late notices, delays, or non-delivery by the United States mail service.

EXAMINATION NOTIFICATION: Notification of examination time and place may be made through the United States mail service or email.

CONVICTION RECORD: If you have ever been convicted, fined, or placed on probation for any violation of the law, you will be required to make a full explanation including dates, places, charges, and disposition of all cases. Although the existence of a conviction records does not automatically disqualify you from employment, failure to disclose all information pertaining to your record will result in immediate termination.

TUBERCULOSIS TESTING: Prior to employment, you will be required to pass a tuberculosis examination at your expense.

PHYSICAL EXAMINATION AND DRUG TESTING: Depending upon the position, prior to employment you will be required to successfully pass a physical examination and a drug screening test at the district's expense. Official offer of employment is conditional based upon medical examination results.

MILITARY SERVICE CREDIT: For entry level positions only. In order to obtain credit you must provide proof of qualifying military service at time of application.

MEDICAL, DENTAL, AND VISION PLANS: The District currently provides medical coverage through Kaiser with a choice of two Delta Dental plans and a vision care plan through VSP. Regular employees working 50% or more have various contribution options including cash in lieu of benefits.

RETIREMENT: The district has combined retirement plans with the Public Employees Retirement System (PERS) and the Old Age Survivor and Health Disability Insurance (OASHDI). This is a joint employer-employee retirement plan.

VACATION: Vacation ranges from 12 to 20 days per year based on 12 months of full-time employment and based on the number of years of service to the district, unless the positions is designated as confidential in which case you receive 24 vacation days per year based on 12 months of full-time employment.

HOLIDAYS: The district provides 13 paid holidays per year based on 12 months of full-time employment.

OTHER LEAVES: The district has a variety of paid and unpaid leaves available such as bereavement, infant care, personal necessity, sick leave, maternity leave, and military leave.

ACCOMODATION: You are required to attach an explanation to your application for any accommodations you may need for examinations.

MERIT SYSTEMS: The Bellflower Unified School District is a merit system district (civil service). Therefore, all applicants will be judged solely on the basis of merit and fitness. Final selection will be made from the top three ranking candidates of an eligibility list established through the testing procedure unless otherwise noted such as with an unranked listing.

Notice of Non-Discrimination: Bellflower Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religious creed, sex, sexual orientation, medical condition, marital status, military/veteran status, genetic information or association with a person or a group with one or more of these actual or perceived characteristics. Classified staff who have questions or concerns about the policy can contact the Business and Personnel Offices, at 562-866-9011, extension 2130.