

LAKWOOD SCHOOL DISTRICT NO. 306

P.O. Box 220 • North Lakewood, WA 98259-0220 • Snohomish County • (360) 652-4500

CLASSIFIED POSITION ANNOUNCEMENT

KITCHEN ASSISTANT LAKWOOD HIGH SCHOOL LEAVE OF ABSENCE

POSTING: 2020/2021-48

Announcement Date: April 1, 2021
Screening Date: April 15, 2021
Applications Due By: Open Until Filled
Responsible To: Food Service Supervisor/ Building Principal

Description of Position: This is a leave of absence position from the date of hire to June 17, 2021. This position is for 5.25 hours per day. The Kitchen Assistant will be responsible for freight ship-outs to all of the Lakewood schools. The successful candidate will assist the High School kitchen staff with setting up, preparing and serving lunch. The Kitchen Assistant may serve or cashier at lunch. The successful candidate will set up and put away food, will do general kitchen work which includes routine clean up of equipment and dishes. Applicants must be willing to take over the duties of the cook if needed and will be trained for various jobs in food service. Some heavy lifting is required and may be required to drive the food service van if needed.

Minimum Competencies Required:

- High School diploma or equivalent
- Must have a valid Food Service card
- Mathematical competency
- Able to work independently and make decisions quickly
- Maintain accurate records
- Able to operate dish washing machine
- Able to operate cash register and make correct change when selling food
- Able to load and drive transport vehicle
- Possess a valid Washington State driver's license with a good driving record
- Capable of serving food and doing clean up work
- Ability to work quickly and do some heavy lifting
- Must have good health and personal hygiene.
- Able to work well with other people, staff, and students
- Ability to practice ethical and professional standards of conduct, including the requirements of confidentiality
- Must be able to work in fluctuating temperatures

Hours Worked Per Week: 5.25 hrs. per day, student calendar
Wage Rate: \$14.82-\$19.29 (Per PSE Bargaining Agreement for Kitchen Assistant)
Benefits: Per PSE Bargaining Agreement
Probationary Period: Per PSE Bargaining Agreement - Up to 60 working days

APPLICATION PROCEDURES:

IN-DISTRICT APPLICANTS (within job title)

1. Letter of interest to include:
 - Posting number
 - Specify how you meet the desired qualifications

IN-DISTRICT (outside of the job title) OR

OUT OF DISTRICT APPLICANTS

1. Classified District Application
2. Letter of interest to include:
 - Posting number
 - Specify how you meet the desired qualifications
3. Letters of References (3)

Apply to: Tina Bustad, Human Resource Officer
Lakewood School District No. 306
P.O. Box 220
North Lakewood, WA 98259
Phone: (360) 654-2071
FAX: (360) 652-4509
Email: tbustad@lwsd.wednet.edu

In accordance with RCW49.60, the Lakewood School District does not discriminate in employment and schools. The Lakewood School District provides Equal Educational and Employment Opportunity without regard to race, creed, color, national origin, sex, handicap/disability, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, use of a trained dog to guide or service animal by a person with a disability, and provides equal access to the Boy Scouts and designated youth groups. The district complies with all applicable state and federal laws and regulations to include, but not limited to, Title IX, Title VI of the Civil Rights Acts, Section 504 of the Rehabilitation Act, RCW 49.60 "The Law Against Discrimination," and RCW 28A.640 "Sex Equity," and covers, but is not limited to, all district programs, courses, activities, including extracurricular activities, services, access to facilities, etc. Inquiries regarding compliance procedures should be directed to Lakewood School District, 17110 16th Drive NE, Marysville, WA 98271, Attention: Title IX and Civil Rights Officer, Daniel Lee, 360-652-4500, dlee@lwsd.wednet.edu or ADA Compliance Officer and Section 504 Compliance Officer, Amie Verellen-Grubbs, 360-652-4500, averellen-grubbs@lwsd.wednet.edu