

# LAKWOOD SCHOOL DISTRICT NO. 306

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

## CLASSIFIED POSITION ANNOUNCEMENT

KITCHEN ASSISTANT/CASHIER  
COUGAR CREEK ELEMENTARY  
LEAVE OF ABSENCE

**POSTING: 2020/2021-40**

**Announcement Date:** February 22, 2021  
**Screening Date:** March 8, 2021  
**Applications Due By:** Open Until Filled  
**Responsible To:** Food Service Supervisor/Building Principal

**Description of Position:** This position is for 3 hours per day, 2 hours per day as a Cashier and 1 hour per day as a Kitchen Assistant. The work schedule will be approximately 9:30 a.m.-12:30 p.m. This is a leave of absence position from the time of hire until June 17, 2021. While the need is for a Cashier/Kitchen Assistant at Cougar Creek Elementary, the employee may be reassigned at a future date if program needs so dictate. The successful candidate will assist the cook in setting up, preparing, serving, and cleaning up of the kitchen. The successful applicant will also run the computer at lunch and process various reports, count cash and prepare bank deposits. The cashier needs computer experience, great math skills and data entry skills. This position will be responsible for the close out of the assigned school register and bank deposits. The applicant needs to be able to use various computer applications and have data entry skills. 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:**

- Must have a valid Food Service card
- High school diploma or equivalent
- Must have previous school district cashier experience
- Must have banking background
- Must have data entry skills
- Knowledge and experience in using food service appliances required for cooking
- Able to work quickly and do some heavy lifting (30 lbs)
- Able to load and drive the transport vehicle and possess a valid Washington State Driver's license
- Able to operate dish washing equipment
- Able to operate cash register/computer
- Capable of making correct change when selling food
- Capable of serving food and doing clean up work
- Must have good health and personal hygiene
- Must work will with other people, staff, parents, and students
- Ability to practice ethical and professional standards of conduct, including the requirements of confidentiality
- Able to work in variable temperatures and noisy environments

**Minimum Competencies Required continued:**

- Knowledge of state record books
- In-district applicants must be able to report to this position within 5 days of being hired

**Hours Worked Per Week:** 3 hrs. per day, 180 days, student calendar (2 hrs Cashier/1 hr. Kitchen Assistant)

**Wage Rate:** \$14.82-\$19.29 (Per PSE Bargaining Agreement for Kitchen Assistant)  
\$15.05-\$19.77 (Per PSE Bargaining Agreement for Cashier)

**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](mailto: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](mailto:dlee@lwsd.wednet.edu) or ADA Compliance Officer and Section 504 Compliance Officer, Amie Verellen-Grubbs, 360-652-4500, [averellen-grubbs@lwsd.wednet.edu](mailto:averellen-grubbs@lwsd.wednet.edu).