

OLYMPIA SCHOOL DISTRICT NO. 111

Job Category: Food Services

Posting Dates: April 22-26, 2024

The Olympia School District Human Resources Office is now accepting applications for the following positions. Interested district employees may submit a transfer request by calling the District Personnel Office at 596-6185 prior to the deadline date.

Position	Hours/FTE	Location
Middle School Lead	4.500 hpd/Continuing	Thurgood Marshall
<i>This position works 9:30 am – 2 pm, Monday – Friday.</i>		
<i>Employees (and their families) are eligible for medical, dental, vision, and basic life insurance benefits, as administered by the School Employees Benefit Board (SEBB). Final benefit eligibility to be determined at time of hire. Employees are eligible to enroll in the Department of Retirement Services (DRS) SERS plan (classified employees) or TERS plan (certificated employees), as well as the DRS Deferred Compensation Program. Employees will receive vacation leave, paid holidays and additional compensation beyond their base salary as outlined in their Collective Bargaining Agreement (CBA).</i>		
<i>The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.</i>		
Salary: Teamster Salary Schedule: \$20.23 - \$23.01		

Position: Middle School Lead

Responsible to: Central Kitchen Coordinators and Thurgood Marshall Kitchen Manager

Location: Thurgood Marshall Middle School – 3939 20th Avee NW 98502

Hours: 4.500 hours per day, 180 days per year, 9:30 am – 2:00 pm. (includes ½ hour unpaid lunch)

Basic Functions:

- Assist with the production, set up and cleanup of lunch.
- **Must be able to fill in for the Kitchen Manager when the Manager is absent.**

Primary Responsibilities:

- Under the direction of the Middle School Manager, the Lead arranges the serving line, checks food temperatures for proper holding temperatures, and attractively arranges and serves food to students.
- Helps serve lunches according to portion sizes outlined by the Kitchen Manager.
- Will be trained to operate computerized meal count system.
- Washing of dishes, silverware, pots and pans, cleans counters and dish-machine and puts supplies away.

- Any other duties assigned by the Middle School Manager pertaining to the lunch program.

Knowledge and Abilities Required:

- Good written and oral communication skills. Ability to follow written and oral instructions.
- Record keeping skills, i.e. simple arithmetic.
- Be able to make change.
- Ability to operate a computerized meal-count system.
- Knowledge of United States Department of Agriculture, National School Lunch/Breakfast requirements.
- Must be able to lift heavy or bulky objects and stand or walk on concrete floors for an extended period of time.
- Ability to get along with children and use tact and discretion with adults.

Minimum Qualifications:

- High School Graduate.

Equal Employment Opportunity:

Olympia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – James Whitehead, (360) 596-8545, jwhitehead@osd.wednet.edu; Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, alara@osd.wednet.edu; Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, kturcotte@osd.wednet.edu; ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, shoff@osd.wednet.edu; Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, sniemann@osd.wednet.edu. Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.