

HAMILTON SCHOOL BOARD
Notice of Non-Instructional Position Opening

August 25, 2022

Date

POSITION SFS Assistants

SALARY RANGE \$15.00 – \$15.68 hourly

DUTIES (See attached job description.)

EXPERIENCE PREFERRED Experience working in food service for six months is preferred and/or fast food cashiering experience preferred.

EDUCATION PREFERRED High school diploma or the equivalent required

EFFECTIVE DATE OF VACANCY 2022-23 School Year

DIRECTION FOR FILING APPLICATION File application on FastTrack on-line application system at www.hamiltonfl.com.

DEADLINE FOR FILING APPLICATION Until Filled

INTERVIEW INFORMATION Qualified applicants will be contacted regarding interview information. Meeting qualifications does not guarantee an interview.


Personnel Department

The Hamilton County School Board is an Equal Opportunity Employer

In compliance with Article VII of the Agreement Between the Hamilton County Education Association and the Hamilton County School Board.

Prior to recommendation for employment, the prospective employee must meet and pass Level II Screening and Drug Testing requirements. The screening costs are the responsibility of the prospective employee.

Persons with disabilities who require assistance to participate in the interview process are requested to notify the personnel Office at (386) 792-7816 in advance so their needs can be accommodated.

Hamilton County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services, or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Name/Title: Ida Daniels, Equity Coordinator

Office Address: 5683 US Highway 129 S, Suite 1, Jasper, FL 32052

Phone Number (Voice/TDD): (386)792-7805

E-mail address: ida.daniels@hamiltonfl.com

SCHOOL DISTRICT OF HAMILTON COUNTY

JOB DESCRIPTION

SCHOOL FOOD SERVICE ASSISTANT

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Good physical health.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to operate food service equipment. Ability to work harmoniously with school staff, students and fellow workers and provide friendly food service to participants. Ability to understand and follow written and verbal instructions and demonstrate skill in cleanup and serving food. Ability to work at a fast pace and to stand for long periods of time.

REPORTS TO:

School Food Service Manager / Principal

JOB GOAL

To perform routine manual work necessary for preparation and serving of nutritious and attractive meals in accordance with federal, state and local regulations.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:
Service Delivery

- * (1) Be responsible for performance of duties assigned by the Manager.
- * (2) Be responsible for preparation and serving of food and cleaning duties assigned by the Manager.
- * (3) Assist with receiving and storing food and other supplies.
- * (4) Serve in any capacity which may be necessary.
- * (5) Take proper care of equipment and facilities.
- * (6) Demonstrate proper health and sanitation practices.
- * (7) Serve on cafeteria line as assigned.

Inter / Intra-agency Communication and Delivery

- * (8) Communicate well with Manager.
- * (9) Communicate effectively with students, staff and administration.
- * (10) Observe all safety rules and report any accident to the Manager

Employee Qualities / Responsibilities

- * (11) Participate in ongoing inservice programs.
- * (12) Work independently or as a team member.
- * (13) Work cooperatively with other workers.
- * (14) Display a pleasant attitude toward students.

SCHOOL FOOD SERVICE ASSISTANT (Continued)

- *(15) Report to work punctually and regularly.
- *(16) Follow all school and food service policies.
- *(17) Follow attendance, punctuality and proper dress rules.

System Support

- *(18) Represent the School Board in a positive manner.
- *(19) Keep records as specified by the Manager.
- (20) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 09

*Essential Performance Responsibilities