

Vacancy Announcement: May 23, 2018

Position Title: Part-time Cafeteria Attendant

Location: Wells ISD Cafeteria

Available: June 6th, 2018

Beginning salary: \$10.00 per hour

Position Requirements: High School Diploma or GED

Position Requirements:

Safe preparation and handling of food

1. b) Cleaning and sanitizing of equipment and facilities
2. c) Serving of food
3. d) Assisting with record keeping

PERFORMANCE RESPONSIBILITIES:

1. Performs efficiently and to the best of his/her ability the duties assigned in relation to preparation of food, serving of food, cleaning all areas of the kitchen, or other assigned duties, which may include operation of a cash register, in the time allotted.
2. Attends training meetings as required.
3. Reports to work as scheduled, sign the posted time sheet, and remain on the job until dismissal by the manager.
4. Notifies the manager and the main office at the earliest possible time when unable to work.
5. Maintains pleasant working relations with fellow employees by showing consideration for others: patience, respect, self-control, i.e., refrain from the use of offensive language and other undesirable character traits.
6. Follows all policies of the School Committee and instructions of the Cafeteria Manager relating to safety measures, sanitation practices, personnel standards, work techniques, and methods of performing duties.
7. Performs duties involved in the safe preparation and handling of food, cleaning and sanitizing of equipment and facilities, and serving of food.
8. Assists with food preparation.
9. Portions food.
10. Cleans kitchen equipment and work area including floor.
11. Sets up serving counter.
12. Serves food on line after receiving instructions as to portion size.
13. Washes dishes, trays, flatware, pots, pans and utensils.

14. Washes dining room tables.
15. Unpacks supplies and assists with stocking dry storage shelves and/or refrigerator shelves.
16. Operates equipment properly, maintaining safety standards at all times.
17. Performs duties as assigned by Cafeteria Manager.

Application Procedures:

Applicants can download and print application from the districts webpage @ www.well.esc7.net or pick up an application at the Superintendent's office.

Returning Applications

- Applications can be dropped off at the Superintendent's office Monday through Thursdays from 8:00 – 4:00
- Send application via email to: cpinkston@wells.esc7.net
- Mail applications to : Camille Pinkston c/o Wells ISD
PO Box 469, Wells TX. 75976
- Fax applications to Wells ISD: Fax # - 936-867-4497: Attention – Camille Pinkston

Application Deadline: Until position has been filled

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