

Position Title: FOOD SERVICE ASSISTANT I
Classification: Regular Classified Service (Probationary)
Full-Time, 40 Hours per Week, 10 Months per Year
Dependent upon the availability of state funding.

POSITION OVERVIEW:

Under the direction of the Food Service Manager, prepares and cooks daily meals following all established policies, procedures and standards of quality for the presentation of healthy, appetizing foods; maintains a clean and orderly facility and may operate cash register. May be required to work early morning, afternoon, and/or evening shifts.

POSITION DUTIES:

1. Prepares, directs, plans, sets-up and or closes down assigned work area for the daily rush hour meal periods. Assesses customer service effectiveness and makes recommendations to the Food Service Manager.
2. Maintains product usage and food production records.
3. Maintains inventory.

REPRESENTATIVE DUTIES:

- *1. Prepares and cooks daily assigned menu items.
- *2. Assists in preparing kitchen area and serving counter for daily operations.
- *3. Cooks and serves menu items for special catered functions and vending carts; serves foods at athletic and other special events.
- *4. Operates and cleans meat slicers, ovens, stoves, grills, fryers, beverage fountains, and other kitchen appliances and utilizes various kitchen utensils following all established safety procedures.
- *5. Maintains clean and orderly kitchen and serving areas; clears and cleans dining tables; washes utensils used; disposes of food waste; removes trash and operates trash compactor.
- *6. Picks up vending items and operates vending cart.
- *7. Performs cashier duties.
- *8. Provides leadership and work direction to student workers as assigned.
- 9. May assist the Food Service Manager in training student workers.
- 10. May perform utility, building maintenance, and custodian duties.
- 11. May serve on a variety of District committees as requested.
- 12. May perform other related duties as assigned.
 - * Essential functions in conformance with Americans with Disabilities Act.

MINIMUM QUALIFICATIONS:

Graduation from high school or G.E.D. or equivalent** **AND** experience closely related to the duties and responsibilities of this class.

**** High School or GED equivalency equals an adult education diploma or four (4) years of increasingly responsible work experience.**

DESIRED QUALIFICATIONS:

1. Experiences and/or training, which have influenced or prepared you to work cooperatively with and support individuals from diverse backgrounds. For example: involvement within specific programs; courses; directed study; or participation in groups and organizations, etc. that cultivate diversity.
2. One year experience working in a high volume commercial or institutional kitchen.
3. Point Of Sale cashiering experience.
4. Computer literacy.
5. Current Serve Safe Certification.

KNOWLEDGE SKILLS AND ABILITIES:

Knowledge of: care and use of standard cafeteria applications; kitchen sanitation and safety precautions.

Ability to: prepare and cook foods served in large quantities; present attractive and properly proportioned foods; understand and carry out oral and written directions; maintain cooperative relationships with those contacted in the course of work; provide friendly and professional customer service; provide effective leadership of student workers as required; work as a team member; demonstrate work activities to others; read and write at the level necessary for successful job performance.

DISTRICT DRIVING POLICY:

Employees driving on District business or driving a District vehicle must possess a valid California driver's license.

CERTIFICATES, LICENSES and OTHER REQUIREMENTS:

Must maintain a valid California Drivers License throughout duration of employment.

PHYSICAL EFFORT / WORK CONDITIONS:

Frequent movement of objects of moderate to heavy weight, such as boxes, various inventory items, and stacks of dishes.

SALARY / BENEFITS:

Range 2 Step A = \$1,864.81 per month. The District offers comprehensive benefits for employees/family members. Benefits include: Health, Dental, Vision, Life Insurance, Employee Assistance Program, short and long term disability, contribution to the Public Employees Retirement System (PERS), accrued vacation days and sick days. A 403b tax shelter retirement plan is also available.

IMPORTANT:

The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.

STARTING DATE:

The successful applicant is expected to be available for work no later than two (2) weeks after Board approval.

APPLICATION FILING DATE:

12:00 P.M. Wednesday, February 15, 2012

All offers of employment are contingent upon Board Approval. This position is open until filled, but the above date is the priority date for receipt of application materials to be considered in the initial selection committee review. The position may close for consideration of application materials on the above date or any time thereafter, and interested persons are encouraged to submit their application materials so that they are received not later than the initial filing date (postmarks are not accepted). It is the sole responsibility of the applicant to ensure that all application materials are received by the application filing date.

APPLICATION INFORMATION:

Department of Human Resources (800) 933-8322
Butte-Glenn Community College District (530) 895-2400
3536 Butte Campus Drive FAX:(530) 895-2836
Oroville, California 95965-8399
(Hearing Impaired Line Only) TDD: (530) 895-2817

- Applications are available in the Department of Human Resources on the main campus, on our website <http://www.butte.edu/hr> or call the office at (530) 895-2400 to have an application mailed/mailed to you.
- Submit applications by fax, email (humanre@butte.edu) or deliver to the Department of Human Resources on the main campus.
- Normal office hours are Monday through Thursday; 7:30 a.m. – 5:00 p.m. Fridays 8:00 a.m. - 12:00 noon.

PREEMPLOYMENT REQUIREMENTS:

1. The successful applicant will be required to complete a medical history questionnaire and must agree to undergo and pass a pre-employment physical examination based on the physical requirements of the position, prior to employment. The physician will be selected and paid for by the District. Disabilities not related to the essential physical job requirements will not preclude the applicant from being hired.
2. Education Code § 87408.6 states that no person shall be initially employed by a community college district in an academic or classified position unless the person has submitted to an examination within the past sixty (60) days to determine that he or she is free of active tuberculosis.
3. As a condition of employment the position you are applying for will require that you provide fingerprints to the local police department. The fee charged by the Department of Justice (DOJ) for the fingerprint report is the employee's responsibility. If you should be offered this position you will be asked to sign a payroll deduction form which will authorize the District to deduct the fee charged by the DOJ from your first paycheck.

SELECTION PROCESS:

A selection committee will review and evaluate applications to select a limited number of candidates to interview. This screening process can take up to 3 weeks or more, after which interviews will be conducted. **Meeting the minimum qualifications for a position does not assure the candidate an interview.** Applicants selected for an interview and requiring reasonable accommodations for the interview process must notify the Department of Human Resources in advance.

APPLICATION REQUIREMENTS – READ CAREFULLY

To be considered in the initial screening, applicants **are required** to submit one (1) set of application materials of all required documents to the Department of Human Resources on the main campus on or before the initial filing date (postmarks are not accepted). All materials submitted become District property, will not be returned or copied, and will be considered for this opening only. Incomplete applications will not be forwarded for further consideration.

REQUIRED DOCUMENTS:

- BUTTE COLLEGE CLASSIFIED APPLICATION:**
All applications must be made on a Butte College Classified Application. All applicable parts of the application must be completed.
AN APPLICATION WITHOUT A SIGNATURE OR WITH THE WORDS “SEE RESUME” OR SIMILAR PHRASE WILL NOT BE ACCEPTED.
- COVER LETTER:**
Please describe in your cover letter how your past experience and qualifications meet the responsibilities of this position.
- RESUME**
- DIVERSITY STATEMENT:**
Butte College serves a diverse population. **In a separate statement**, address how your skills, experience and education have prepared you to serve and meet the needs of a diverse student/staff population.
- CERTIFICATES, LICENSES and OTHER REQUIREMENTS:**
Attach a copy of your valid California Drivers License.

Only Required Documents will be considered.

ABOUT BUTTE COLLEGE:

Butte College, located on a 928 acre wildlife refuge in the Sierra Nevada foothills of Northern California, is a fully accredited two year community college and a national leader in sustainability. In 2011, the college made history by becoming the first “grid neutral” institution of higher education in the country. With 25,000 solar panels, the college produces enough clean solar energy to fully offset its electric bill. The college offers associate of arts and associate of science degrees, along with certificates in nursing, fire, law enforcement, building inspection, welding, automotive, business, and accounting, among others. The college is the second largest employer in Butte County, and serves over 21,000 students annually. Butte College faculty and staff are committed to helping students achieve success in all aspects of campus life from academics to extracurricular activities. Graduates leave the college ready to transfer to other public and private four year institutions. Butte College transfers more students to California State University, Chico, than any other community college. The college’s international honor society for two year colleges has long been recognized as one of the best in the country. The college received its re-accreditation by the Western Association of Schools and Colleges in 2009. “Students First” has always been a key value for Butte College and we remain dedicated to providing the best educational experience for our students.

ABOUT THE COMMUNITY:

Butte College is located in the heart of Northern California, just 75 miles north of Sacramento and three hours Northeast of San Francisco. The area is located in Oroville with centers in Chico and Glenn County. The city of Chico is recognized as one of the Top 10 Art Towns in America, and is home to Bidwell Park—one of the largest municipal parks in the nation, along with Lake Oroville—the second largest lake in California. A growing community, Chico offers cultural activities: music, art and theater, all in close proximity to California State University, Chico. *Bicycling Magazine* named Chico as the best town in the U.S. for bicycling. Oroville is the gateway to great Northern California recreational opportunities including: fishing, hunting, boating, cycling, and skiing. *Bassmaster Magazine* ranked Lake Oroville the best bass fishing lake in California while another leading attraction is Feather Falls -- a magnificent 640-foot waterfall which is named the sixth tallest waterfall in the United States.

The Butte-Glenn Community College District hires only U.S. citizens and lawfully authorized alien workers. After employment is offered, all new employees shall submit, within three (3) days to the Department of Human Resources, required documentation establishing (a) personal identity, and (b) authorization to work in the U.S.

It is the objective of the Butte-Glenn Community College District to achieve a drug-free workplace. Any applicant for employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

It is the policy of the Butte-Glenn Community College District to provide all persons with equal employment and educational opportunities without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status or disability. Inquiries may be addressed to the Director for Human Resources, Jamie Cannon at (530) 895-2400.

Butte-Glenn Community College District

Full-Time; 10 Months

FOOD SERVICE ASSISTANT I



BUTTE COLLEGE

Final Filing Date
Wednesday, February 15, 2012