



FOOD SERVICE SITE MANAGER I (DUAL CERTIFICATION)

This examination is open to both the general public and promotional applicants. The eligibility lists established from this examination shall be valid for 12 months or until fewer than 3 eligible ranks remain.

Vacancy: Food Services
Salary: \$4,056 – \$5,297/month
Term: 40 hrs/wk; 10 mo/yr

LAST DAY TO FILE AN APPLICATION: APRIL 18, 2008 BY 4:00 P.M.

After paper screening the most qualified applicants will be notified of the testing date, time and location.
To apply online go to www.edjoin.org and select Anaheim Union High School District

The Position: Under the direction of the Food Service Supervisor, plan, organize and supervise the food service operation at an assigned junior high or high school site; assure compliance with established safety and sanitation rules and regulations; train, supervise and evaluate performance of assigned staff.

To Qualify You Must Have: (Valid proof of education is required with application. Valid proof includes transcripts from your school district of GED certificate)

- **EDUCATION AND EXPERIENCE:** Graduation from high school and three years increasingly responsible experience in a large food service operation.
- **LICENSES AND OTHER REQUIREMENTS:**
Proof of current Food Handlers / Safety and Sanitation Certification at time of appointment, and throughout employment in a position in this classification.

Employment Standards:

Knowledge of: Methods and procedures related to the operations of a junior high or high school cafeteria. Principles and methods of quantity food service preparation, serving and storage. Standard kitchen equipment, utensils and measurements. Methods of computing food quantities required by weekly or monthly menus. Sanitation and safety practices related to serving food. Principles of nutrition. Record-keeping techniques. Principles and practices of training and providing work direction. Interpersonal skills using tact, patience and courtesy. Operation of a computer.

Ability to: Plan, organize and supervise food service operations at an assigned school site. Estimate food quantities and requisition proper amounts for economical food service. Prepare nutritious and appetizing food in quantity as necessary. Operate standard cafeteria equipment and appliances. Maintain records and prepare reports. Add, subtract, multiply and divide quickly and accurately. Understand and follow oral and written directions. Work independently with little direction. Establish and maintain cooperative and effective working relationships with others. Meet schedules and time lines. Train, supervise and evaluate personnel. Communicate effectively both orally and in writing.

Application Process: District applications are to be filed with the Classified Personnel Office, 501 Crescent Way, in Anaheim between the hours of 8:00 a.m. and 4:00 p.m. **Promotional applicants are required to complete an updated application for testing eligibility.** Resumes will not be accepted in lieu of a completed district application. All information contained in the application is subject to review and verification. Applicants may be rejected on the basis of an incomplete application or failure to meet minimum posted qualifications. Veterans may obtain an additional five points and disabled veterans ten points added to their score by submitting proof of veterans status in the form of a DD214 at the time of application. **Requests for testing will not be accepted after the final filing date.**

The Examination: The examination part (s) may consist of any or all of the following: a supplemental application or a written, performance, structured interview or other test of fitness. The examination part (s) for this classification have not yet been scheduled.

All candidates will be required to provide identification before being admitted to written, interview or performance examinations. Please bring to the examination a current driver's license or work ID that has your photograph and signature. A Social Security card is not acceptable.

This is a brief summary of information related to employment with the ANAHEIM UNION HIGH SCHOOL DISTRICT. The stated requirements on the other side of this form represent only the minimum requirements and do not guarantee qualification for examination or placement on an eligibility list.

FOR FURTHER JOB INFORMATION AT THE ANAHEIM UNION HIGH SCHOOL DISTRICT, PLEASE GO ON LINE TO WWW.AUHSD.US OR WWW.EDJOIN.ORG

BENEFITS

Benefits earned by a regular classified employee working at least 50% or more are as follows:

Leaves: Sick leave, holidays, bereavement and emergency leaves are provided for permanent employees.

Insurance: The District provides medical, dental, vision care, behavioral health and life insurance for the employee and their dependents.

Retirement: Classified employees are members of the Public Employees Retirement System (PERS). Employee contribution is 7% of gross earnings.

EXAMINATIONS

DETERMINATION of EXAMINATIONS

Open and Promotional – open to all candidates, resulting in a promotional and open eligibility list with the promotional taking precedence; Promotional – limited to promotional applicants only; Merged – open to promotional and outside candidates, resulting in one eligibility list, no veteran's points allowed, longevity credit allowed. Examinations may be written, an evaluation of training and experience, a technical or qualifications appraisal interview, a performance test, or any combination of these.

SCREENING

Applications will be screened to the qualifications of the position.

PROTEST PROCEDURES:

Protest of any part of an examination must be written and received in the office of the Personnel Director no later than seven (7) working days from the postmark of the notification results. Any protest must include a rationale to support the protest. We cannot be responsible for lost mail, misdirected mail, or failure of mail to be delivered after it has been entrusted to the U.S. Postal Service.

PERSONAL QUALIFICATIONS

All applicants must possess the personal qualifications generally recognized as essential to become an understanding public employee including integrity, initiative, dependability, courtesy, good judgement and ability to work with others.

DISABILITY ACCOMMODATION

If you require special accommodations in the Examination Process, please notify the Human Resources Office at least two days prior to the testing date.

OFFICIAL OFFERS OF EMPLOYMENT

Official offers of employment are made by the ANAHEIM UNION HIGH SCHOOL DISTRICT Human Resources Office and are subject to satisfactory completions of ALL the pre-employment processing including such things as successfully completing a physical examination, tuberculosis examination, fingerprint clearance by the California Department of Justice, and proof of eligibility to work in the United States.

AN EQUAL OPPORTUNITY EMPLOYMENT DISTRICT

The ANAHEIM UNION HIGH SCHOOL DISTRICT does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, ancestry, national origin, religion, color, mental disability, or physical disability.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision of this bulletin may be modified or revoked, and the job description may be changed at any time without notice.