NORTHEASTERN SCHOOL DISTRICT

STACEY A. SIDLE, SUPERINTENDENT
RANDI B. PAYNE, ASSISTANT SUPERINTENDENT
BRIAN K. GELLER, DIRECTOR OF OPERATIONS

NORTHEASTERN SCHOOL DISTRICT
HAS THE FOLLOWING CLASSIFIED OPENINGS:

CAFETERIA HELPERS, PART-TIME

JOB SUMMARY:
Ensure meals are served in a timely manner while providing a safe and clean environment.

PRIMARY DUTIES AND RESPONSIBILITIES:
Assist with food preparations according to menu quantities needed, standardized recipes, and methods in a timely manner and oversee the setting-up of the serving line, stocking area with food items, utensils, plates, bowls, napkins, condiments, etc. Ensure items in the serving line are replenished during serving times. Run terminal and ensure lines are torn down and items are put away. Maintain a record/count of condiments and desserts leftover before properly storing. Ensure proper food handling, sanitation and maintain compliance with food safety regulations and procedures while ensuring proper portions are distributed. Responsible for keeping work area and equipment clean and sanitized. Ensure all equipment is dried properly and stored in appropriate places. Maintain laundry such as aprons, dishcloths, towels, and potholders, ensuring all is clean and available for use. Maintain compliance with federal, state, and local regulations associated with school food service operations. Maintain knowledge of operating equipment such as dishwasher, garbage disposal, warmers, etc. Provide assistance in scraping soiled dishes/trays, loading/unloading dishwasher, and stacking/storing clean items. Maintain knowledge of operating point of sale cash register system.

QUALIFICATIONS:
Some experience in food service operations is helpful. High school diploma. Knowledge in the food service industry with an understanding of nutrition, sanitation, and food safety. Submission of pre-employment medical examination (Section 148 of PA School Code, criminal history record from the PA State Police (Section 111 of PA School Code), FBI Criminal History Record, and a clearance report from PA Department of Public Welfare in accordance with Act 151 of 1994.

APPLICATION DEADLINE: Posted Until Filled

Send Letter of interest, application, and resume, to: Human Resources, Northeastern School District, 41 Harding Street, Manchester, PA 17345. Do not staple packets. Classified applications are located on our webpage under Our District, Employment.

It is the policy of Northeastern School District not to discriminate on the basis of race, color, national origin, sex, employment practices, as required by Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964. Inquiries regarding compliance with any of these statutes may be directed to the Superintendent, Compliance Director, Northeastern School District, Administrative Center, 41 Harding Street, Manchester, PA 17345, 717-266-3667.

Administrative Center, 41 Harding Street, Manchester, Pennsylvania 17345
Phone: 717-266-3667  Fax: 717-266-5792

The Bobcat Way: A Strategic Direction for Northeastern School District
100% of our students will graduate and be fully prepared for a post-secondary education.