



EMPLOYMENT OPPORTUNITY

COLLEGE OF THE SISKIYOU – HUMAN RESOURCES
800 COLLEGE AVENUE - WEED, CALIFORNIA 96094

TELEPHONE NO. (530) 938-5317
FAX NO. (530) 938-5380
www.siskiyous.edu/jobs

TEMPORARY POOL

POSITION: **TEMPORARY FOOD SERVICES POOL**

FILING DATE: **APPLICATION MATERIALS ACCEPTED ON AN ONGOING BASIS**

SALARY: **\$12.40 PER HOUR**

College of the Siskiyou accepts applications on an on-going basis for a pool of qualified individuals from which to fill occasional, short-term, substitute, and temporary food services positions. Applications will be kept for one year.

Duties

Reporting to the Food Services Supervisor/Cook or designee to assist in the preparation and packaging of food items in a cafeteria, snack bar, or for food vending machines; to serve food and perform cashiering duties in a cafeteria or snack bar; and to maintain food service equipment and facilities in a safe, clean, and sanitary condition. Employees in this classification receive direct to general supervision within a framework of well-defined policies and procedures. This job class performs a wide variety of routine to responsible duties related to day-to-day food service/cafeteria operations as assigned.

Minimum Qualifications

1. Education equivalent to a high school diploma or GED
2. Two years of full-time paid experience in a school food service program, or in a restaurant serving at least 200 meals per day.

Preferred Qualifications

1. Experience working in a cafeteria or snack bar
2. Completion courses or have certifications in nutrition, sanitation, menu planning, and work simplification.
3. Serve Safe Certified

Assignments

Positions available at the Weed Campus. Assignments could be any day of the week including weekends and may involve day and evening hours.

Compensation

Occasional, short-term, substitute and temporary classified positions are paid at an hourly rate. Employees hired under these classifications **do not** earn vacation or holiday benefits. Employees are automatically enrolled in the APPLE Retirement Plan.

Selection Process

Applications are screened on an ongoing basis. After interviews, applicants are ranked based on suitability for the position.

Required Documents

The following materials should be submitted to:

Human Resources
College of the Siskiyous
800 College Avenue
Weed, CA 96094
HR@siskiyous.edu

The Human Resource Office is located in the Administration Wing of the John Mantle Student Center on the Weed Campus. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

- Application Cover Sheet (Available at www.siskiyous.edu/employment/documents/ApplicationCoverSheet.pdf)
- Cover letter which addresses Minimum and Desired Qualifications
- Current Resume
- Transcripts of any college work. (Copies are acceptable to apply. The successful candidate must provide original transcripts upon hiring. Foreign transcripts **must** include a U.S. evaluation **and** translation.)
- A list of four references. Include the reference's title and current contact information.

Information about this position may be requested by writing, calling or emailing:

**Human Resources
College of the Siskiyous
800 College Avenue
Weed, CA 96094
Phone: 530-938-5317
Fax: 530-938-5380
HR@siskiyous.edu**

Conditions of Employment

Employees must satisfy all the pre-employment requirements prior to appointment that include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprint processing, and verification of their legal right to work in the United States. A pre-employment physical examination may be required.

Applicants requiring reasonable accommodations in completing the application or interview process must notify the Human Resources Office in advance.

College of the Siskiyous is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

College of the Siskiyous is accredited by the Accrediting commission for Community and Junior Colleges of the Western Association of Schools and Colleges.