



**PYRAMID LAKE JR. /SR. HIGH SCHOOL**  
**P.O. Box 267 - 711 State Street**  
**Nixon, Nevada 89424-0267**  
**Phone: (775) 574-1016 ❖ Fax: (775) 335-1047**



## **JOB ANNOUNCEMENT**

**Open Date: May 26, 2021**  
**REPOSTED: JUNE 11, 2021**

**Closing Date: OPEN UNTIL FILLED**

**Position: FOOD SERVICE WORKER**  
**Where:** Pyramid Lake Jr./Sr. High School, Nixon, NV 89424  
**Salary:** \$13.57 - \$14.26 per hour; Part-time 32 hrs. per week; Non-Exempt; Step 1-3 Depending on Experience  
**Supervisor:** Food Services Supervisor

**DEFINITION:** Under general supervision of the Food Services Supervisor, plans, prepares, and serves meals at Pyramid Lake Jr./Sr. High School. Assists with the daily operation of the school cafeteria providing nutritious breakfast, lunch and snacks featuring a wide variety of regular entrees, sandwich and salad meals, that may include a la carte meal service for students and employees.

### **DUTIES AND RESPONSIBILITIES:**

- Assist in the preparation of special food items for consumption by following a pre-established menu using expertise to substitute items as necessary.
- Assist in the development of menus to meet food guidelines.
- Order food on a regularly scheduled basis using Nevada State guidelines or other appropriate menus to ensure nutritious meals for students, parents, and staff.
- Assist in the preparation of monthly or other required reports, including reports for reimbursement under the USDA school breakfast and school lunch programs and maintain supporting documentation as required.
- Incumbent is responsible for serving food in a timely and efficient manner ensuring sanitary measures are upheld.
- Set up foods prepared for serving on counters and steam tables.
- Operates various commercial kitchen equipment
- Assist with receiving and storing groceries and supplies in appropriate kitchen areas; counting inventory when assigned.
- Participates in the cleaning, maintenance, and security of the commercial kitchen equipment, and area(s), to include washing dishes, kitchen utensils, scrubbing counters, and other various cleaning duties to maintain a sanitary and safe working environment.
- Maintains temperature reading of all equipment on a daily basis to ensure safe food temperatures.
- May assist with food preparation for a variety of special functions such as banquets, barbeques, or field trips.
- Adheres to health and sanitary codes for personal hygiene such as wearing a hair net and gloves, Health and TB screening, washing hands, etc.
- Attends in-service training to improve nutrition food patterns.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

Must have a general knowledge of:; Standards for planning and preparation of nutritional meals; Menu planning and portion control; Standards and methods for maintaining sanitary conditions during food preparation; Serving and storage; Safety standards for maintaining hazard-free work environment; Nutritional needs of participants; Read fine print on instructions, ingredients, and regulations; Strength and stamina to stand, bend, or sit for long periods of time; Be able to lift and carry up to 40 pounds; Basic principles of financial and inventory record keeping.

**MINIMUM QUALIFICATIONS, continued:**

Ability to: Gain knowledge of USDA and other applicable funding agencies regulations, policies, and practices; Plan and prepare wholesome palatable meals with minimum waste; Determine types and quantities of supplies needed for meal preparation; Follow oral and written instructions; Work effectively under the pressure of deadlines and conflicting demands; Establish and maintain effective and courteous working relationships with staff and program participants; Select alternatives; Implement work programs consistent with regulations and with policies; Understand, interpret, and apply laws and regulations; Keep detailed statistical and inventory records

Must comply with semi-annual physical examinations.

**REQUIRED EDUCATION AND EXPERIENCE:**

High School graduate or GED. Have at least one year of experience in cooking for large groups which included responsibility for keeping records and planning menus preferably in a school cafeteria setting, or any combination of training, education and experience with food preparation that would provide the required knowledge and abilities.

Must possess a valid Nevada Driver's license and be insurable under the school's insurance program, and obtain First Aid/CPR and a food handler's certification within the 60 day probationary period or at first opportunity.

Must favorably pass a federal background investigation.

You may contact Human Resources at (775)574-1016, Ext. 1005 for more information and to obtain an application. The High School must receive the completed applications & required attachments on the closing date before 3:30 p.m. All applicants are required to comply with our Drug-Free Workplace Policy and are subject to further drug & alcohol testing throughout their employment. All employees must comply with the High School's background investigation as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25U.S. Code Section 472 and 473). Consideration shall be given to non-Indian applicants in the absence of qualified Indian Preference. The Pyramid Lake Jr./Sr. High School is operated under the Tribally Controlled Schools Act of 1988. Pyramid Lake Jr./Sr. High School is required to comply with the Federal regulations pertaining to the attainment and maintenance of a drug-free workplace outlined under the Drug-Free Workplace Act of 1988. An offer of employment with the Pyramid Lake Jr./Sr. High School will be contingent on the applicant's ability to pass a pre-employment drug/alcohol test. The selected applicant/contractor shall adhere to a background check (Section 3 Human Resources, 3.36 Personnel Hiring).