



# DEPEW UNION FREE SCHOOL DISTRICT

District Offices  
5201 S. Transit Road  
Depew, New York 14043-4335  
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## INTERNAL CSEA JOB POSTING NOTICE OF VACANCY

**TITLE:** FOOD SERVICE HELPER  
(PART-TIME)

**LOCATION:** Cayuga Heights Elementary Cafeteria

**WORK HOURS:** 11:15 a.m. to 2:15 p.m. - Monday - Friday

**SALARY:** As per CSEA contract

**JOB DESCRIPTION:** See attached

**ANTICIPATED START  
DATE:** JANUARY 16, 2019

**APPLICATION  
DEADLINE:** JANUARY 2, 2019

INTERESTED PARTIES SHOULD SUBMIT A LETTER OF INTEREST TO:

Jeffrey R. Rabey, Ph.D., Superintendent of Schools  
DEPEW UNION FREE SCHOOL DISTRICT  
5201 S. Transit Road  
Depew, New York 14043

This notice of vacancy is posted in all job units and at each time clock location for (5) work days.

**DECEMBER 20, 2018**

Depew Union Free School District  
Job Description

Subject: Food Service Helper

**A. Overview:**

Assists in the preparation and serving of food, in the cleaning of kitchen equipment, overall sanitation of the kitchen; does related work as required. This is simple routine manual work performed under immediate supervision in connection with preparing and serving food in a cafeteria or other eating place. Cleaning of kitchen, equipment, serving meals, dishes, floors, counters, pots and pans along with overall sanitation. Any other duties as assigned.

**B. Full Performance Knowledge's, Skills, Abilities and Personal Characteristics:**

Elementary knowledge of the proper methods of serving food and the care of tableware, silver and kitchen appliances; practical working knowledge of modern cleaning methods and the use of cleaning supplies and appliances; ability to follow simple oral and written directions; physical condition commensurate to perform the essential functions of the job with or without reasonable accommodations.

**C. Qualifications:**

High school diploma or equivalent. Some experience in domestic work including food service preferred.

**D. Responsibilities:**

1. Helps to prepare vegetables, fruits, entrees and meats
2. Makes sandwiches and salads and other meal options
3. Assists in breakfast and lunch preparation
4. Serves food from steam tables in cafeteria-type dining hall
5. Serves food from carts in halls for breakfast meal service
6. Sets up milk
7. Fills condiments and silverware containers
8. Washes and puts away dishes, pots and pans; Use of Dish machine
9. Cleans tables, chairs, serving tables and other equipment
10. Acts as cashier
11. Sweeps and mops floors
12. Helps where needed. All other duties as assigned