



DEPEW UNION FREE SCHOOL DISTRICT

DISTRICT OFFICES
5201 S. Transit Road
Depew, New York 14043-4335
www.depewschools.org

Hank Stopinski, Ed.D.
Superintendent of Schools
(716) 686-5105
Fax (716) 686-5101

CSEA JOB POSTING NOTICE OF VACANCY

Title: Food Service Helper
10 Month, Part-Time

Location: Cayuga Heights Elementary School Cafeteria

Work Hours: 8:00 a.m. to 11:30 a.m. - Monday – Friday

Salary: As per CSEA Contract

Job Description: See attached

Anticipated Start Date: July 1, 2023

Application Deadline: June 19, 2023

APPLICANTS SHOULD SUBMIT A LETTER OF INTEREST (Internal)
OR APPLICATION (External) TO:

Hank Stopinski, Ed.D., Superintendent of Schools
DEPEW UNION FREE SCHOOL DISTRICT
5201 S. Transit Road
Depew, NY 14043

June 6, 2023

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 over all 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