



# NEVADA CITY SCHOOL OF THE ARTS

## Job Opportunity

*Nevada City School of the Arts (NCSOTA), a TK-8 charter school in operation since 1994, is seeking a dynamic, culturally aware, stimulating and highly qualified Instructional Assistant to join our team.*

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**JOB TITLE:** Food Service Production Assistant  
**SCHEDULE:** 2022 - 23 School Year - Part-time  
**WAGE:** \$15.50 - \$17.45<sup>1</sup> per hour, depending on experience  
**SUPERVISOR:** Food Service Coordinator

**SUMMARY:** The Nevada City School of the Arts (NCSOTA) Food Service Production Assistant works with the Nourish NCSA team receiving food and supplies, working as assigned doing production food preparation, readying pack outs for meal service on campus, dish machine and pot washing sink operations, inventory and storage organization and general kitchen cleaning as part of maintaining a safe food production and service environment in the Building 9 Kitchen. The Production Assistants are also responsible as assigned for recordkeeping duties with regard to temperature recording, inventory counting, and production record maintenance.

### DUTIES AND RESPONSIBILITIES

- Understands and is able to communicate the philosophy of the Nourish NCSA Nutrition Services Program and on a daily basis helps to deliver information to the school population about the food, the sources of the food, the recipes and the overall program.
- Participates in the preparation of ingredients according to the planned menu and prescribed recipes.
- Participates in maintaining production flow by operating dish machine, pot washing area and maintaining organized storage of all pans, utensils, storage containers and other small wares and equipment used in the production facility.
- Participates in the proper receiving, storage and inventorying of all foodstuffs, paper, chemicals and supplies according to the Standard Operating Procedures.
- Ensures the freshness of all prepared items by implementing proper rotation of food items prepared, properly wrapping and labeling prepared food items, and preparing only the amounts of food items as assigned.
- Participates and maintains the cleanliness and sanitation of all kitchen, cafeteria and storage areas including, but not limited to, walk-ins, refrigeration, freezers, dry storage and cafeteria area.
- Records and maintains temperature logs for equipment, food production and food transport, as outlined in the Standard Operating Procedures and in compliance with National School Lunch Program/School Breakfast Program.
- Uses and maintains food service equipment such as stoves, ovens, mixers, food processor and commercial dishwashers.
- Fosters commitment to excellence and equity by ensuring that employees and students are valued,

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<sup>1</sup> The pay range shown represents Levels 1 through 5 on the NCSOTA Classified Salary Schedule

respected and provided a positive work/learning environment.

- Establishes and maintains positive relations with internal and external customers, including students, staff, school administration, parents, and community members. Reads and responds to all forms of school communication.
- Report all unsafe working conditions
- Abide by all NCSOTA Employee Handbook guidelines.
- Completion of mandatory training (video & in-person) within 6 weeks of employment and every year thereafter.
- Perform all other duties as needed or assigned.

## **EDUCATION, EXPERIENCE, LICENSURE**

- Willingness to learn and work hard
- Able to perform basic mathematical calculations
- Must obtain Serve Safe Certificate or State/County Food Handler's Permit within 30 days of employment

## **WORKING CONDITIONS**

### Environment

- Indoor/outdoor work environment
- Infrequent exposure to seasonal weather extremes
- Occasionally exposed to non-weather related extreme cold and heat.
- Regularly exposed to non-weather wet or humid conditions.
- Moderate noise levels.
- Occasionally work near moving mechanical parts
- Exposed to fumes or airborne particles; be exposed to toxic or caustic chemicals
- Have risk of electrical shock
- Driving a vehicle to conduct work

## **OTHER REQUIREMENTS**

- Basic oral and written communication skills
- Intermediate English language skills
- Basic customer service and public relations skills
- Intermediate critical thinking and problem-solving skills
- Ability to manage confidentiality in all aspects of job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to understand and follow all HACCP Standard Operating Procedures

These requirements must be met prior to beginning employment and will be requested upon job offer acceptance.

- Fingerprint and Background clearance
- Valid Tuberculosis clearance and every four years thereafter
- Evidence of Automobile Insurance and valid California Driver's License

## **PHYSICAL DEMANDS (*with or without reasonable accommodations*)**

- Frequent repetition of movement of arms and hands
- Dexterity of hands and fingers
- Frequent pushing and pulling
- Regularly move up to 50 pounds
- Frequent lift up to 10 pounds
- Regularly lift up to 50 pounds
- Standing and walking for extended periods of time

- Seeing to read and identify a variety of materials
- Hearing and speaking to exchange information

**EQUAL OPPORTUNITY EMPLOYER**

NCSOTA is an Equal Opportunity Employer that is committed to inclusion and diversity. We take affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other legally protected characteristics.

**Supervisor:** Food Services Coordinator

**FLSA Status:** Hourly

**Employee Group:** Classified

**Employment Status:** Part Time, Permanent

**TO APPLY:**

Submit resume, cover letter, & minimum three (3) letters of recommendation to:

**Nevada City School of the Arts**  
**Attn: Business Office**  
**13032 Bitney Springs Road**  
**Nevada City, CA 95959**

**FAX: 530-273-1522**

**EMAIL: [employment@ncsota.org](mailto:employment@ncsota.org)**

**DEADLINE TO APPLY**

**Open Until Filled**