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# YUBA COMMUNITY COLLEGE DISTRICT

*Human Resources Development and Personnel Services*

*Building 100A, Room 21*

*2088 North Beale Road, Marysville, CA 95901*

*TTY: (hearing impaired): (530) 634-7760*

*Visit our Web Site at: [www.yccd.edu](http://www.yccd.edu)*

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## CLASSIFIED RECRUITMENT

**POSITION:** INSTRUCTIONAL ASSISTANT – FOOD SERVICE MANAGEMENT  
- .49 FTE – 10 MONTH POSITION – 19 HRS/WK.

**DEPARTMENT:** FOOD SERVICE

**FINAL FILING DATE:** TUESDAY, SEPTEMBER 30, 2008 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)

**LOCATION:** \*SCHEDULED TO BE ASSIGNED TO: YUBA COLLEGE

**SALARY:** \$1421 - \$1560/MO. (CSEA Salary Schedule, initial placement will not be higher than the above listed salary, the top step for this position is \$1974/MO.)

**COMMENCING:** As Soon As Possible

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**BASIC FUNCTION:** Under the direction of the Associate Dean of Applied Arts, Science and Technology, assist in reinforcing instruction and providing guidance to individuals or small groups of students in the Food Service Management lab; assist in managing the student-operated restaurant.

### REPRESENTATIVE DUTIES:

- Maintain and control the circulation of instructional supplies, materials, food items, and equipment, check items in and out to students; maintain appropriate records and inventories; order replacement items, equipment and food supplies, maintain equipment according to approved procedures; process new stock and equipment. (E)
- Assist students in the proper procedures, selection, operation and care of food items, equipment and cookbooks; reinforce instruction provided by the instructor; assist students in managing kitchen and dining facilities; ensure student compliance with current health and safety regulations. (E)
- Operate a Touch Menu Point of Service System and produce related reports; control and monitor cash receipts and expenses; maintain appropriate records. (E)
- Operate and maintain a variety of equipment associated with the food service field including personal computer and associated software. (E)
- Ensure that the instructional area is maintained in a clean and orderly manner; ensure compliance with the state and county health department codes; assure the security of the facilities as assigned. (E)
- Assist in preparing, administering, scoring and recording student tests and assignments; record attendance; maintain student records. (E)
- Provide relevant information to instructors regarding student progress; assist instructors in evaluation and identification of student problems; assist in the resolution of problems. (E)
- Provide training and work direction to student aides; schedule and maintain record of time worked. (E)
- Perform other related duties as assigned.

### KNOWLEDGE OF:

- Record-keeping techniques.
- Oral and written communication skills.
- Current food service and restaurant management practices and procedures.
- Operation, use and care of a wide variety of equipment used in the food service industry.
- Operation and use of Point of Service systems or equivalent, cash register, and personal computer.
- Health and safety regulations.

### ABILITY TO:

- Reinforce instruction and provide guidance to individual or small groups of students in the Food Service Management lab.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Relate to students in a professional manner.
- Work independently with little supervision.
- Meet schedules and time lines.
- Plan and organize work.
- Lift objects weighting up to 50 pounds.
- Train and provide work direction to others.
- Maintain records and reports.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to an Associate Degree and one year work experience in the food service industry.

**ENVIRONMENT:**

- Kitchen/Dining Room lab environment.
- Work includes indoor/outdoor environment.

**PHYSICAL ABILITIES:**

- Bending at the waist.
- Dexterity of hands and fingers to operate a computer keyboard and cash register.
- Hearing and speaking to exchange information.
- Lifting heavy objects.
- Mobility.
- Seeing to direct students in activities.
- Standing for extended periods.

**REQUIRED DUTIES:**

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

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\* This position is anticipated to be assigned to Yuba College but may be assigned temporarily or permanently within the District.

IF YOU NEED REASONABLE ACCOMMODATION TO APPLY FOR THIS POSITION, please contact the Personnel Office at (530) 741-6975 OR TTY (530) 634-7760. Leave your name, mailing address, and a daytime telephone number and application materials will be mailed to you.

**WORKING CONDITIONS:** Categorically funded positions are contingent upon funding. Smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.

**INTERVIEW:** A candidate selected for interview will be required to visit Yuba College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

**FOREIGN TRANSCRIPTS:** Must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service.

**PRE-EMPLOYMENT REQUIREMENTS:** All Academic, Classified and Management employees shall be required to provide fingerprints to the District for the purpose of obtaining a criminal history as authorized by the California Education Code and all fees are the responsibility of the selected candidates.

**EQUAL EMPLOYMENT:** Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

**PART-TIME (less than .60 FTE):** Part-time positions less than .60 FTE are not entitled to any District paid fringe benefits. The District does however; provide the employee prorated leaves including vacation, sick leave and paid holidays. Employees less than .50 FTE contribute to an Alternative Retirement System (Apple). Employees whose FTE is between .50 and .60 contribute to the California Public Employees Retirement System (PERS).

**BENEFITS:** The District provides health, dental, vision and life insurance for employee and dependents for positions whose FTE is .60 or higher. The District and the employee contribute to the Public Employees' Retirement System, which is integrated with Social Security. **INITIAL PLACEMENT WILL NOT BE HIGHER THAN THE LISTED SALARY, STEP 3 OF THE CSEA SALARY SCHEDULE, ACCORDING TO THE CLASSIFIED POLICY AND PROCEDURES HANDBOOK.**

**APPLICATION PROCEDURE & DEADLINE:** A District Classified application and the Diversity Statement are required. The application is available at the Human Resources Office, 2088 North Beale Road, Building 100A, Room 21, Marysville, CA 95901 OR TTY (530) 634-7760 OR visit our Web Site: [www.yccd.edu](http://www.yccd.edu). It is the responsibility of the applicant to insure that all application materials are received in the Personnel Office by **TUESDAY, SEPTEMBER 30, 2008 BY 12:00 NOON.**

It is the sole responsibility of the applicant to ensure that all application materials are received by the application deadline date. All submitted materials become District property, will not be returned, will not be copied and will be considered for this opening only. Faxed, emailed or incomplete and/or late applications will not be forwarded for further consideration.

**PLEASE NOTE: OUR OFFICE IS NO LONGER SENDING OUT APPLICATION PACKETS. WE ARE NO LONGER ACCEPTING ANY FAXED NOR EMAILED MATERIALS – (APPLICATIONS, RESUMES, ETC.)**

NON PROFIT ORGANIZATION  
U S POSTAGE  
PAID  
MARYSVILLE, CA 95901  
PERMIT NO. 242

Personnel Services  
2088 North Beale Road  
Marysville, CA 95901

