

## Food Service Worker - PT/Hourly Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=256998>

Downloaded On: Jul. 15, 2025 10:00pm

Posted May 14, 2025, set to expire Jan. 6, 2026

**Job Title** Food Service Worker - PT/Hourly  
**Department** Staff  
**Institution** Community Colleges of Spokane  
Spokane, Washington

**Date Posted** May 14, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Part-Time/Temporary Staff

**Academic Field(s)** Dining Services

**Apply Online Here** <https://apptrkr.com/6226517>

**Apply By Email**

**Job Description**

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**Food Service Worker - PT/Hourly**

**Community Colleges of Spokane**

**Location:** Spokane Colleges Head Start - Administrative Services, Spokane

**Department:** District HS/EHS/ECEAP Admin.

**Salary Range:** \$18.33 - \$24.23

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**Open continuous.**

**Starting salary for this position is: \$18.33 (Hourly)**

**Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.**

### **About Us**

Spokane Colleges Head Start/ECEAP/Early Head Start provides care and support for more than 1,600 children and their families. We offer safe and secure learning environments for children to grow and develop their skills to succeed in elementary school and beyond.

We are dedicated to working with low-income families, and involve parents and families in developing the goals of each Head Start center including centers on the Spokane Falls Community College and Spokane Community College campuses. We also serve the children of eligible students while they attend college.

**Applications will be forwarded to the hiring official as they are received and accepted until the need is filled.**

### **About the Food Service Worker - PT/Hourly**

### **JOB SUMMARY**

Under direct supervision of the Center Manager, this position is responsible for assisting the Cook in performing a variety of duties preparing and serving food and in maintaining sanitary conditions in a Head Start/EHS/ECEAP kitchen.

**This is a non-permanent, hourly position.**

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Assist in cooking and preparing foods according to the menu to ensure meals and snacks are served according to schedule at several site locations. \*
- Vend and provide meal service to classrooms. This includes transporting food, portioning food for family style dining, ensuring food temperatures are maintained, distributing special diet foods to

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- the appropriate classrooms, cleaning dishes and cleanup of the kitchen after each meal. \*
- Maintain safety and sanitation in the kitchen. Participate in the cleaning of the kitchen and equipment. \*
  - Prepare classroom carts; serve meals and snacks. \*
  - Store leftover ingredients and prepared foods in a safe and sanitary manner; assist in their utilizations and with inventory of supplies and goods ensuring rotation of stock. \*
  - Operate cooking and kitchen equipment correctly. \*
  - Assist with USDA production records and maintain daily refrigerator temperature logs and other temperature logs as necessary. \*
  - May direct the work of part-time kitchen staff in the absence of lead cook.
  - Attend program meetings with staff and/or parents as requested.
  - Model professional decorum and mutual respect in all personal interactions. \*
  - Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. \*
  - Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. \*

*\* Indicates this is an essential duty.*

### COMPETENCIES

- Action Oriented
- Optimizes Work Processes
- Ensures Accountability
- Drives Results
- Collaborates
- Values Differences
- Communicates Effectively
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

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Learn more about [our competencies](#).

### MINIMUM QUALIFICATIONS

- Basic math skills needed to calculate measurement conversions, order supplies and adjust recipe size.
- Knowledge of food preparation principles.
- Knowledge of sanitation and safety procedures; follows local, state, and federal safety and sanitation procedures.
- General nutrition knowledge and understands food substitutions.
- Positive interpersonal skills to be able to work with children.
- Public contact and customer service.
- Excellent communication skills.
- Ability to work effectively individually and as a member of a team.
- Able to manage time to meet deadlines with minimal direction.
- Flexibility in addressing unexpected work.
- Ability to work flexible hours.
- Possession of, or eligible for, a food handler's permit.
- Ability to maintain confidential information with parents, staff, and volunteers.
- Requires First Aid/CPR (as offered through Spokane Colleges).

### DESIRED QUALIFICATIONS

- Cooking experience in a production kitchen.
- Knowledge of USDA CACFP Regulations.
- Previous experience working with Head Start or low-income populations.

### PHYSICAL REQUIREMENTS

- Work is active.
- Move up to 25 lbs. frequently and up to 50 lbs. occasionally. Team lifts are encouraged and to be used at the employee's discretion.
- Occasional kneeling, stooping, crouching, crawling, and climbing.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Occasional to frequent change in position from sedentary, standing, stooping, and walking.

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- Requires communication ability necessary to understand instructions and recognize hazardous, unsafe, or poisonous materials and/or products.
- Occasional exposure to fumes, dust, odors and/or biohazards.

### CONDITIONS OF EMPLOYMENT

- Non-permanent, hourly position.
- Work schedule will be determined by the supervisor.
- This position is overtime eligible.
- Post-offer medical exam which includes tuberculin screening and submission of documentation indicating Measles, Mumps & Rubella (MMR) vaccination or immunity.
- Pre-employment, post offer, criminal history/child abuse information check including Department of Children, Youth and Families Portable Background Check prior to employment.
- First aid/CPR certification (or ability to obtain when training is offered by Spokane Colleges).
- Valid Food Workers Card (as available through Washington State Department of Health).
- Requires daily travel using personal vehicle. Transportation must be reliable, safe & clean.
- Valid driver's license and car insurance is required.
- Criminal background check is required.
- This position is eligible for coverage under a collective bargaining agreement. Membership is optional.

*Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.*

*Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.*

### **Benefits Information**

Medical, dental, life and long term disability insurance benefits are provided as currently administered

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under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

### **Required Application Materials**

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at [CCS.Recruiter@ccs.spokane.edu](mailto:CCS.Recruiter@ccs.spokane.edu).

### **Equal Opportunity Institution**

*Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.*

*Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or*

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*grievances to:*

*Fred Davis | Chief Human Resources Officer*

*Spokane Colleges*

*P.O. Box 6000, MS1004*

*Spokane, WA. 99217-6000*

*509-434-5040*

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/food-service-worker-pt-hourly-spokane-washington-united-states-87889991-af85-43f2-a640-05129a9dda7e>

jeid-6b5539f546876e45975d1632a629976e

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Staff

Community Colleges of Spokane

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