



Send Application and Information to:

Department of Personnel
P.O. Box 1388
Port Arthur, TX 77641-1388

Cafeteria Vacancies

(Vacancy Announcement)

Application Procedures:

District Employees:

Letter of Interest and updated résumé

NonDistrict Applicants:

1. Letter of Interest for each position
2. Current résumé
3. Completed application
4. Copy of transcript(s)
5. Criminal record release

3-Hour Cafeteria Helpers

August 31, 2011 – Until Filled 190 days \$8.18 - \$11.41/hr. Location – To Be Announced

- Assist with preparation of quality food according to a planned menu of tested, uniform recipes.
- Serve food according to meal schedules, Federal, state, local policies and procedures.
- Practice and promote portion control and proper use of leftovers.
- Stores and handles food items and supplies following regulations.
- Maintain a clean and organized storage area.
- Operate tools and equipment according to prescribed safety standards.
- Follow established procedures to meet high standards of cleanliness, health, and safety.
- Keep garbage collection containers and areas neat and sanitary.
- Assists with correcting unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
- Maintain personal appearance and hygiene.
- Help record food requisitions and orders necessary supplies.
- Promote teamwork and interaction with fellow staff members.

Contact Numbers

PH: (409) 989-6282; (409) 989-6251; FX (409) 983-2733; www.paisd.org