

**JOB ANNOUNCEMENT**  
**GOVERNMENT OF THE UNITED STATES**  
**VIRGIN ISLANDS**  
**DEPARTMENT OF EDUCATION**  
Internal/External

**THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:**

**POSITION TITLE:** Food Service Worker

**LOCATION:** St. Thomas/ St. John District

*Interested persons should contact:* **DIVISION OF HUMAN RESOURCES**  
[careers.sttj@vide.vi](mailto:careers.sttj@vide.vi)

**Deadline for applying:** June 8, 2018

**Starting Salary:** \$20,398                      **GRADE:** SU-06

**Union:** Seafarers International Union

**DESCRIPTION**

Work in this class involves unskilled miscellaneous tasks in the food service department of a school. It involves the performance of a variety of tasks including some of a custodial or laboring nature, although primary emphasis is on food service activities. Work requires the maintenance of a high standard of cleanliness and sanitation. Duties may be learned on the job without the need of prior experience. Work does not normally include responsibility for cooking, but for very simple food preparation, such as preparing salads and for caring for the kitchen, pantries, and dining room. Work follows a set schedule and is performed under close supervision of a dietitian, food service supervisor or cook.

**DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)**

- Assists cooks in washing, peeling and preparing fruits and vegetables, cleaning, dressing, and cutting up fish and meats;
- Cuts, slices and butters bread, makes sandwiches, and assists in setting up trays and food distribution;
- Prepares cereals, toast, coffee, salads and other simple menu items;
- Obtains meats and other refrigerated food items from cold storage, weigh and measure other food items to be used;
- Sweeps and mop pantry, kitchen, dining room, and other floors as required;
- Cleans tables, chairs, and floors in the dining room and kitchen; washes food utensils and dishes; and cleans equipment such as ranges, counters, and meat blocks;
- Collects soiled dishes, utensils, and trays, and return them to the kitchen;
- Performs related work as required.

## **KNOWLEDGE, SKILL AND ABILITIES**

- Some knowledge of the preparation and service of food as well as the use and care of dishes and kitchen utensils.
- Some knowledge of sanitary methods to be used in food preparation and related food service activities.
- Ability to perform simple mathematical computations, calculations and measurements.
- Some knowledge of the preparation and service of food as well as the use and care of dishes, and kitchen utensils.
- Some knowledge of sanitary methods to be used in food preparation and related food service activities.
- Ability to perform routine custodial duties and to do moderately heavy lifting and moving as required in large scale kitchen operation.
- Ability to work for long hours while standing.
- Ability to read, write, understand and follow simple oral and written instructions.
- Ability to establish and maintain effective working relationships during the course of work.
- Ability to lift 70 (seventy) pounds or more.
- Ability to exercise sound, independent judgment in carrying out functions of the position

## **EDUCATION AND EXPERIENCE**

- Completion of the 12th Grade or GED
- One (1) year experience in preparing and serving foods
- Possession of or ability to qualify for a food handler's health certificate

**“No person shall be discriminated against in employment or in any other educational program or activity offered by the Virgin Islands Department of Education on account of race, color, creed, national origin, sex, handicap, or age.”**

Interested persons should apply by visiting our website at <http://jobs.vide.vi> and select the appropriate application for submission procedures.

Send your complete application package to [careers.sttj@vide.vi](mailto:careers.sttj@vide.vi) for consideration.

**Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor's Statement of Good Health.**

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*Travel, transportation and relocation expenses are not authorized by this position. Any travel, transportation and relocation expense associated with reporting for duty in this position will be the sole responsibility of the selected candidate*

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