CHICO UNIFIED SCHOOL DISTRICT **CAFETERIA ASSISTANT**
JOB ANNOUNCEMENT FOR **Starting Salary: $20.76/Hour**
OPEN AND PROMOTIONAL COMPETITIVE EXAMINATION **Salary Range: $20.76- $29.22/Hour**

Salary Placement – **Employment is at the third step for new employees.** The Human Resources Office determines promotional employees' step placement.

GENERAL INFORMATION & INSTRUCTIONS:

A. Apply on-line at **www.edjoin.org.**
B. **Read the job announcement prior to completing the application form.**
C. To claim Veterans' credit on open entry-level exams, you must submit a copy of your DD214. Those claiming disability Veterans' credit must include evidence of current receipt of disability benefit by the closing date for filing applications.
D. **KEEP THE JOB ANNOUNCEMENT! If you have not received notification for any part of the exam by the day prior to the date announced, call the Classified Human Resources Office at (530) 891-3000, extension 20185.**
E. Complete all parts of the application. Any requested attachments must be received. *Incomplete applications will not be accepted.*

THE POSITION – The District is establishing an eligible list for **CAFETERIA ASSISTANT**. Positions usually work part-time, 180 days per year. The eligible list resulting from this recruitment will be used to fill openings in this classification for up to 6 months. Substitutes to work on an on-call, as needed basis for regular employees will be selected from the established eligible list. Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities to meet the minimum requirements would be: **One year paid or volunteer food preparation and kitchen maintenance experience, and formal or informal education or training, which ensures the ability to read and write at a level necessary for successful job performance. Specialized training or course work in food preparation, basic child nutrition or a related field is desirable.** All persons interested who meet job related and essential qualifications are encouraged to apply. CUSD is an affirmative action employer and will not discriminate against employees or discriminate in employment of classified personnel with regard to race/color, religious creed, national origin/ancestry, age, mental or physical disability, sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions,) sexual orientation, gender identity/gender expression, military/veteran status, marital status, medical condition or genetic information. Bilingual candidates are encouraged to apply.

EXAMINATION AND CERTIFICATION – The examination consists of an evaluation of the application for experience and education that pertains to essential duties and qualifications. The top qualifying candidates will be invited to continue the exam process. **The District will determine the top candidates based solely on the information submitted on the application.** The examination will then consist of an Oral Exam (personal interview) which tests the knowledge and experience needed to perform the typical duties, weighted 100%. Successful promotional candidates will have ¼ point added to the final score for each year of service up to a maximum of 5 points.

APPLICATION/EXAMINATION DATES & CERTIFICATION

a. Closing date for filing applications: **Monday, November 30, 2026, 11:59 PM**
b. Date of Oral Exam (personal interview): **Tuesday, December 8, 2026 (during the day)**
c. Certification shall be according to Merit System §1507.
d. Selection interviews will be scheduled as needed following the exam process.

JOB DESCRIPTION INFORMATION (see reverse side)

EMPLOYMENT INFORMATION FOR BARGAINING UNIT CLASSIFICATIONS

The following employment information is a summary and is not intended to be all-inclusive. For specific details, see the Agreement between Chico Unified School District and the Chico Chapter #110, CSEA.

Vacation Credit – Shall be accrued 1 day/month for 0-4 full years of service. Beyond 4 years refer to agreement. Each employee who is in a paid status less than 1/2 of the workdays in any month shall accrue 1/2 of a full month's vacation credit. Each employee in a paid status for 1/2 or more of the workdays in any month shall accrue a full month's vacation credit.

Holidays – Employees in a paid status the day before or after the holiday are entitled to holiday pay.

Health and Welfare Benefits – Full-time employees of the District receive up to $1,453/month to be applied towards a health plan for themselves and dependents. Part-time employees are eligible with the cost pro-rated based upon hours worked. The District pays $113 toward the cost of the dental, and $15 toward the cost of the vision plan for employees (and dependents) that work 6 hours or more per day. Any employee working less than 6 hours may elect dental and/or vision coverage at his/her cost. A term life insurance plan is also provided by the District to full-time employees and is available for part-time employees. Part-time employees may have these costs pro-rated based upon hours worked. Dependents may be covered with term insurance at employee expense. Income protection insurance is paid by the District for all bargaining unit positions.

Sick Leave – One day of sick leave is earned for each month worked, with unlimited accumulation.

Probationary Period – All employees must serve a probationary period of six months in any classification for which they are hired, or which they transfer or promote into.

Retirement – All employees assigned 4 or more hours/day must join Public Employees' Retirement System (PERS) for which a deduction is made from their salary.

Social Security – All classified employees are covered by Social Security and must contribute to the Social Security system.

Credit Unions – There are credit unions available for membership by all classified employees.

For questions, contact: CUSD, 1163 E. 7th St., Chico, CA 95928 – (530) 891-3221 – TTY (530) 895-4030

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER **JOB LINE = 530-891-3000**