



# Sisters School District

"Home of the Outlaws"

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**Position Title:** Substitute Nutrition Specialist

**Posting Date:** September 23, 2025

**Position Closes:** Open until filled – Ongoing Recruitment

**Date Available:** As soon as possible

**Hours:** Monday – Friday, 7:00a.m. – 1:30p.m. This is a great job opportunity for a parent of children in school.

**Qualifications:**

- Demonstrated aptitude or competence for assigned responsibilities (high school diploma or equivalent preferred).
- Maintain a valid county food handler's card.
- Ability to establish and maintain effective communication and working relationships with students, staff, parents, and general public by using tact, courtesy and good judgment.
- Ability to operate institutional food service equipment in a safe and sanitary manner.
- Ability to lift up to 35 pounds, to push and/or pull up to 75 pounds on rolling racks or carts, and to occasionally climb a stool or ladder.
- Ability to use full range of motion at a standard height worktable, dishwasher or sink. This includes bending and reaching.
- Plan daily work effectively and complete work on time with a minimum of supervision.
- Work effectively in stressful situations.
- Read and write correspondence, memos and instructions.
- Follow a recipe and make measurements accurate.
- Ability to work without close supervision.

**Essential Duties and Responsibilities:** Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Assists in the preparation of food including baked goods, salads, sandwiches and entrees.
- Assists in the serving of meals.
- Assists in assuring adequate supplies for future menu items.
- Maintains kitchen and serving area in a clean, safe and sanitary condition.
- Assists in maintaining meal accountability records.
- May issue, sell and collect tickets, balance receipts with meals. May require the use of a computer. May deposit money.
- Operates quantity food service equipment.
- Maintains the cleanliness and orderliness of the assigned operational area.
- May sell ala carte and snack bar items.
- Checks, stores and cares for supplies.
- Assists in maintaining a financially successful program.
- Participates in department meetings and education programs.
- Performs other duties as required by the District.



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**Hourly wage:** \$16.85 - \$19.85 per hour depending on work experience, education and training. .  
This position is not eligible for health benefits.

**Submission Details:** Submit your TalentEd Recruit & Hire Application, Cover Letter, Resume, Transcripts and two (2) letters of recommendation on TalentEd Recruit & Hire at:  
<https://sisters.schoolspring.com/> (Link on webpage).

The Sisters School District is committed to equal opportunity and does not discriminate on the basis of race<sup>1</sup>, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, disability, age, marital status, veteran status, or any other protected status in our programs and activities.

[1] Includes discriminatory use of Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).