



526 B Street ♦ Davis, CA 95616 ♦ (530) 757-5300 ♦ FAX: (530) 757-5422 ♦ www.djUSD.net

April 24, 2024

ANNOUNCEMENT OF OPENINGS
CLASSIFIED POSITIONS
IN-DISTRICT ONLY

PLEASE POST

The following positions are being advertised "in-district only". No later than 4:00 p.m., on the final filing date listed for each position, any bargaining unit member can submit a "Request for Transfer for Classified Positions" to Teri Furlow, Human Resources Technician. Please note that established procedures will be followed for filling positions through (1) transfers; (2) reemployment of laid off or reduced employees; and (3) new assignments and/or promotional opportunities.

All positions are daily Monday through Friday, unless indicated otherwise.

Administrative Assistant III - Athletics – 1.0 FTE, Davis Senior High School, 11 months, 40 hours/week, \$23.10-\$24.58/hour.

Requires: High School diploma or equivalent required. Minimum of 2 years of progressively responsible secretarial and clerical experience, preferably in a school setting. College credit may be substituted for some experience to a maximum of 50% of requirement for position. Any combination equivalent to: graduation from high school supplemented by coursework in accounting or bookkeeping and two years of increasingly responsible experience in financial record-keeping.

Final filing date: April 30, 2024.

Kitchen Manager II – .8125 FTE, Student Nutrition Services, School Year +2 days, 32.5 hours/week, Two positions, \$21.00-\$22.35/hour.

Requires: High School diploma or equivalent and 1 year experience in supervisory level. The position requires a working knowledge of institutional quantity food preparation, methods, procedure, and customer service. Requires a working knowledge of sales and catering, record keeping, and kitchen sanitation. Must have sufficient communication skills to project a positive image and convey basic information to customers. As part of your hiring process, you are required to complete a physical abilities test to assure that you have the required physical abilities to perform the required job functions. Your offer of employment is conditional on your measured abilities to meet or exceed all of the established physical testing standards.

Final filing date: April 30, 2024.

Please note: The Request for Transfer for Classified Position form has been updated. The Request for Transfer is only available for the same classification or lower. All other positions require an application on EdJoin