



MARIN COUNTY

OFFICE OF EDUCATION

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POSITION ANNOUNCEMENT

December 11, 2023

RANCH HELPER (Food Service and Conference)

Walker Creek Ranch Outdoor Education School and Conference Center

The Marin County Office of Education operates a comprehensive residential Outdoor Education and Conference Center Program at **Walker Creek Ranch**, 1700 Marshall Petaluma Road, Marshall, California- which provides educational programs and conference facilities to student and adult groups of 50 to 300 (+), seven days a week through most of the year.

	<u>Starting</u>	<u>After 6 months</u>	<u>Annually thereafter</u>
SALARY/	\$19.49/hour	\$20.47/hour	\$21.49/\$22.57/\$23.69/24.88hour
BENEFITS:	Comprehensive benefit package of medical, dental, vision, and life insurance		

This position is located at Walker Creek Ranch, an Outdoor Education School and Conference Center operated by the Marin County Office of Education. This is a rural environment, about 30 minutes west of Novato and Petaluma, in west Marin County offering programs to both the public education sector and outside groups. The working conditions are optimal in a beautiful facility with great staff.

Food Service duties include, but are not limited to, meal service set-up and breakdown, assisting in the preparation and serving of menu items, washing dishes using a professional temp dishwasher, cleaning the kitchen, dining hall, and walk-in refrigerators, and adhering to kitchen sanitation, health, and safety practices. Conference duties may include set up, breakdown, and cleaning of lodges, cabins, meeting rooms, offices, dining rooms, bathrooms, and other indoor facilities. This position may also assist in routine maintenance and grounds keeping.

Any combination of training and experience which demonstrates possession of the knowledge and ability to perform the position described above is the minimum employment standard for the class. Typically, prior experience in food service, hospitality, and/or custodial services is desirable.

We are looking for an individual with good people skills, reliable transportation, and a flexible schedule, who wants to help provide a great experience for students, teachers, and guests at Walker Creek Ranch. You will be working in a beautiful west Marin location, where you can wear your jeans to work. Check out our web site at www.WalkerCreekRanch.org.

APPLICATION DEADLINE: January 7, 2024 5:00PM. Tentative interview date January 12, 2024

TO APPLY: submit the following documents online at www.edjoin.org:

Preferred but not required: Three recent letters of recommendation.

- Letter of interest/introduction/cover letter
- Current resume
- Valid CA Driver's License

In compliance with the Immigration Control and Reform Act of 1986, the Marin County Office of Education requires all new employees to produce certain documents to verify their identity and right to work in the United States. Such documents may include, among others, U.S. Passport, Birth Certificate, Valid Driver's License, and Social Security Card.

The Marin County Office of Education prohibits discrimination against and/or harassment of employee job applicants on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation in any of its policies, procedures or practices in compliance with Title VI of the Civil Rights Act, Title VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the California Fair Employment and Housing Act, and the Age Discrimination Act of 1975.

Supporting Learning for ALL Students