



SIERRA SANDS Unified School District

113 W. Felspar, Ridgecrest, CA 93555 | Phone: 760-499-1600 | ssusd.org

April Moore, Ed.D., Superintendent

PLEASE POST PLEASE POST PLEASE POST PLEASE POST

The Sierra Sands Unified School District announces a vacancy in the following position for the **2023-24** school year:

Job #7185

Site

Salary

Days/Months

Time

Child Nutrition Service Office Assistant

Food Service

Range 27 Step A \$20.39 per hour

256 Paid Days, 12 Months

7:30 am – 4:30 pm

Application Deadline: Until position fills

Brief Description: Under general direction, performs a variety of financial clerical activities involved in accounting, purchasing, accounts payable, and software maintenance and training for “Point of Sale” computer system. Does related work as required.

Required Qualifications: Knowledge of methods, practices and terminology used in bookkeeping; computer system; office methods, practices, and procedures. Ability to post and make mathematical computations rapidly and accurately; keep records and compile statistical reports; operate standard office machines; communicate effectively orally and in writing; interface with personnel at a variety of levels.

Required Experience: Three years’ experience in maintaining financial and statistical records.

Required Education: High School graduate or equivalent required any combination equivalent to two years of college desired.

How to Apply: A request for transfer form must be completed for any employee who wishes to be considered for a transfer or email mfrench@ssusd.org. Please be sure to receive an email confirming receipt of your request. An application must be completed for anyone applying for promotion from outside the district. Forms are available in the Human Resources Office located at 113 Felspar Avenue.

3/22/24
District/Web

Sierra Sands Unified School District is an equal opportunity employer that prohibits discrimination, intimidation, harassment (including sexual harassment) and bullying based on actual or perceived age, ancestry, ethnicity, parental status, pregnancy status, color, mental or physical disability, gender, gender identity, gender expression, genetic information, immigration status, marital status, medical condition, nationality, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Title IX Coordinator Bryan Auld, Assistant Superintendent of Human Resources Sierra Sands Unified School District 113 W. Felspar Ave., Ridgecrest, CA 93555 Email: bauld@ssusd.org Phone: (760) 499-1620	District Section 504 Coordinator Christopher Lowe, Coordinator of Student Support Services Sierra Sands Unified School District Sierra Vista Education Center 1327 A N. Norma St. Ridgecrest, CA 93555 Email: clowe@ssusd.org Phone: (760) 499-1700	ADA/Title II Coordinator Christopher Lowe, Coordinator of Student Support Services Sierra Sands Unified School District Sierra Vista Education Center 1327 A N. Norma St. Ridgecrest, CA 93555 Email: clowe@ssusd.org Phone: (760) 499-1700
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Board of Education: Mary Campbell Robert Campbell Bill Farris Kurt Rockwell Michael Scott

