

April 26, 2024

J O B A N N O U N C E M E N T

A S S I S T A N T C O O K

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Valid Washington Driver's License with no major violations in the past three years.
3. Ability to work well with others.
4. Ability to occasionally lift up to 50 pounds.
5. Must be able to effectively communicate verbally and in writing.
6. Previous experience in commercial food preparation programs or school food service program preferred
7. Current Washington State Food Handlers Card (must be acquired by the first day of employment).
8. Must be able to follow oral and written directions and work with minimal supervision.
9. Minimum score on the pre-employment exam.
10. Current regular Selkirk School District PSE members will be tested and considered by May 3, before external candidates are tested and interviewed

WORK HOURS:

8 hours per day during 150 student days and 7.5 hours on 15 staff days.
Paycheck and insurance benefits over 12 months. Retirement-eligible position.

REPORTS TO:

High School Building Principal

JOB GOAL:

Assisting the Head Cook in all food preparations, serving, and planning and perform the responsibilities of the head cook in absence of the head cook. Transporting and serving lunch at the elementary school daily.

PERFORMANCE RESPONSIBILITIES:

1. Skills, Knowledge and/or Abilities:
 - a. **Skills:** prepare food in large quantities, perform basic math calculations, plan menus, operate, care for and maintain institutional kitchen equipment, maintain inventory control, use computers and related office equipment and associated software, communicate effectively.
 - b. **Knowledge** of modern methods of food preparation, health codes and sanitation principles, and nutritional requirements.
 - c. **Abilities:** stand/walk for prolonged periods, understand oral and written instructions, communicate and direct other personnel, keep and maintain adequate records. Significant physical abilities include lifting/carrying/handling supplies and food, near/far visual acuity.
2. Assist Head Cook in food preparation and operations of food service program.
3. Perform all duties of Head Cook in the absence of the Head Cook.
4. Maintain high standards of confidentiality, attendance, and flexibility, while working cooperatively with supervisors and other employees.
5. Assure proper storage of foods and commodities.
6. Shall frequently lift weights up to 40 pounds.
7. Operate kitchen equipment and appliances in a safe and effective manner.
8. Assist in maintaining records and preparing routine reports.

9. Cook, bake, plan, organize to assure the safe, sanitary and timely preparation and transportation of meals and snacks in large quantities.
10. Transport and serve lunch at elementary site (daily).
11. Clean and sanitize cooking utensils, dishes, kitchen equipment and work areas.
12. Inspect kitchen equipment to insure proper functioning and sanitary standards.
13. Work with staff, students and community in a positive manner.
14. Complete a minimum of 6-hours of training annually specific to food services assignment.
15. Other duties as assigned by building principal or superintendent.

WAGE: Per placement on the PSE salary schedule.

CLOSING DATE: Open until filled

START DATE: August 19, 2024 with possible start on May 13, 2024 to facilitate training and transition.

APPLICATION:

To be considered, new employees must submit the following to the Selkirk District Office, 219 Park Street, PO Box 129, Metaline Falls, WA 99153 (509) 446-2951:

- Letter of Application
- Completed Selkirk School District application form (selkirkschools.org - Employment)
- Resume
- Copy of High School Diploma (or equivalent) upon offer of job
- Official college transcripts (upon offer of job)

Existing employees will be considered with a Letter of Application. However, additional documents may be requested by the district.

EMPLOYMENT INFORMATION: