

KENNEWICK SCHOOL DISTRICT #17
524 South Auburn Street, Kennewick, WA 99336 (509) 222-5013 / FAX 222-5051
Job Line 222-5011 / www.ksd.org

CLASSIFIED POSITION OPEN – PLEASE POST

Applications will be accepted as needed to maintain an adequate substitute pool for the 2008/2009 school year.

JOB TITLE: FOOD SERVICE SUBSTITUTE COOK

LOCATIONS AND HOURS: Varied according to need

SALARY: \$8.07 –8.70/ HOUR

JOB PURPOSE STATEMENT/S: The job of Substitute Cook is done for the purpose/s of providing food services at the assigned site that meets the mandated nutritional needs of students; cooking and preparing large quantities of food items that meet mandated nutritional requirements and/or requests of students and school personnel; verifying quantities and specifications of orders; maintaining facilities in a sanitary condition; ensuring availability of quantities of items; providing written support to convey information; and complying with mandated health requirements.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Experience required: Prior job related experience (three (3) years minimum) in food preparation, basic serving and basic kitchen activities.
- Demonstrated record of positive employment performance.
- Skills, Knowledge and/or Abilities Required:**
 - Skills** to perform basic arithmetic calculations, maintain inventory control, use standard office equipment, including computer, communicate effectively.
 - Knowledge** of modern methods of food preparation, health codes and sanitation principles, nutritional requirements.
 - Abilities** to stand/walk for prolonged periods, understand and carry out oral and written instructions. Significant physical abilities include lifting/carrying/pushing/pulling (minimum 40 pounds), reaching/handling, talking/hearing conversations, near/far visual acuity.
- Education Requirement:** High School Diploma or equivalent. A transcript must be provided within 30 days of employment.
- Licenses, Certifications, Bonding, and/or Testing Requirement:** Criminal Justice Fingerprint Clearance required.
- Other:** Appropriate Food Handlers Permit is required as a condition of employment. ServSafe Certificate preferred.
- Evidence of excellent attendance, punctuality, and dependability; evidence of ability to be self-disciplined and a self-starter.**

(ESSENTIAL JOB FUNCTIONS – See other side)

POSITION: Substitute Food Services Cook

ESSENTIAL JOB FUNCTIONS:

- Cleans utensils, equipment, and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
- Cooks prepared food for the purpose of meeting projected meal requirements and mandated nutritional requirements.
- Estimates food preparation amounts for the purpose of meeting projected meal requirements and minimizing waste.
- Implements menu plan for the purpose of meeting students' mandated daily nutritional requirements.
- Inspects one or more items of food and/or supplies for the purpose of verifying temperature, quality, quantity and specifications of orders and/or complying with mandated health requirements.
- Prepares documentation for the purpose of providing written support for menu production, inventory and quality control records (HACCP).
- Prepares food and beverage items for the purpose of meeting mandated nutritional requirements and projected meal requirements.
- Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.
- Responds to inquiries of students, staff, and/or the public for the purpose of providing information and/or direction regarding food items.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Orders and stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.
- Communicates in an effective manner with production kitchen manager concerning customer service, food quality, food prep/cooking for the purpose of providing information regarding mandated nutritional requirements.
- Directs students as assigned for the purpose of assisting individuals to perform their functions in a safe and efficient manner, maximizing the efficiency of the work force.
- Supervises student customers for the purpose of maintaining proper lunch room behavior.

Other Job Functions:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Performs all duties of the position within the scope of Kennewick School District policies and procedures, including regular attendance and punctuality.

APPLICATION PROCEDURE: All applicants must have a completed district application and applicant disclosure form on file in the Human Resources Office along with a current resume. All indistrict applicants must submit their interest for this position in writing. People of disability may request reasonable accommodation in the hiring process by contacting the Classified Human Resources Manager, Betsy Dickinson, at 222-5013. Federal/State criminal history background clearance will be required. Employment is contingent upon satisfactory verification. Kennewick School District is an equal opportunity employer and does not discriminate on the basis of age, race, color, religion, sexual orientation, including gender identity, national origin, gender, or disability. This holds true for all employment opportunities. Inquiries regarding compliance procedure may be directed to the district's Title IX Officer, Beverly Johnson-Torelli, at 222-5010.