

# NESPELEM SCHOOL DISTRICT

## Head Cook - Intern



<b>SUMMARY:</b>	<p><b>Classified Non-Exempt Position</b>  <b>10 Hrs. a day/4 days</b>  <b>Salary Range-\$21.53 – \$25.76</b></p>
<b>SUPERVISOR:</b>	Building Principal
<b>ESSENTIAL FUNCTIONS:</b>	<p>The position of Head Cook is to plan, coordinate, and assist in supervising the activities and operations of the kitchen; to develop and prepare menus and large quantities of food items; and to assist in the development and control of food service budget for assigned operations. Provides for efficient and effective day to day operations of food service activities.</p> <ul style="list-style-type: none"> <li>➤ Creates menus that meet federal regulations for reimbursable food and USDA dietary and health policies for district.</li> <li>➤ Assumes responsibility for the security of foods and supplies, along with checking that all equipment is in working condition and notifies the appropriate authority when repairs are needed.</li> <li>➤ Plans, prepares and serves food.</li> <li>➤ Prepares food to be of consistent quality by using standardized recipes.</li> <li>➤ Meets and follows all current sanitation and food safety standards and regulations.</li> <li>➤ Supervises student meal service to insure that all regulatory requirements are met.</li> <li>➤ Responsible for meals being served on time and never delayed due to incomplete preparation activities.</li> <li>➤ Creates monthly breakfast and lunch menus.</li> <li>➤ Estimates, purchases and maintains inventory of all foods, supplies, and equipment.</li> <li>➤ Receives all deliveries, checking all invoices, receipts and bills to the District Office after checking them for accuracy.</li> <li>➤ Supervises assistant cook.</li> <li>➤ Coordinates the work of substitute staff as needed.</li> <li>➤ Prepares paperwork for USDA commodity.</li> <li>➤ Maintains current health cards for food service staff.</li> <li>➤ Responsible for maintaining neat, clean and sanitized food service areas.</li> <li>➤ Seeks feedback on food service operations from students, building staff, parents, and community to continually improve the food service program.</li> <li>➤ Produce and maintain production reports, site records, and inventories.</li> <li>➤ Serves as Food Service Director. Maintains Food Service count records and processes claims.</li> <li>➤ Willingness to work overtime if needed.</li> <li>➤ Other job duties as assigned by the Principal.</li> </ul>
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>➤ Possess an A.A. degree in food related field such as nutrition, commercial foods, culinary arts <b>or</b> a high school diploma <b>and</b> five (5) years related experience.</li> <li>➤ Current food handling permit required.</li> <li>➤ Willingness for continuous growth and skill development.</li> <li>➤ Knowledge of state health food regulations preferred.</li> <li>➤ Experience in school budgeting and management preferred.</li> <li>➤ Experience with the use of a computer to complete work order systems and other work related functions.</li> <li>➤ Ability to work successfully with students, staff, parents, and community members.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Ability to lead and supervise food service workers.</li> <li>➤ Maintains an attitude of flexibility when dealing with teammates, students and building staff.</li> <li>➤ Ability to meet and maintain punctuality and attendance expectations.</li> </ul>
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<b>WORKING CONDITIONS &amp; PHYSICAL REQUIREMENTS:</b>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.</p> <p>The usual and customary methods of performing the job’s functions require the following physical demands:</p> <ul style="list-style-type: none"> <li>➤ Ability to regularly walk, sit, stoop, kneel, crouch, crawl, push, and pull.</li> <li>➤ Ability to lift up to 30 lbs.</li> <li>➤ While performing the duties of this job, the employee works in an indoor kitchen or cooking environment. The noise level in the work environment is usually moderate</li> </ul>
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<b>TERMS OF EMPLOYMENT</b>	Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check
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<b>PROCEDURE:</b>	<ul style="list-style-type: none"> <li>• Application procedure can be found at <a href="http://www.nsdeagles.org">http://www.nsdeagles.org</a></li> <li>• Click on Job openings</li> <li>• Click on how to apply <ul style="list-style-type: none"> <li>➤ Position opens</li> <li>➤ Position opened until filled</li> <li>➤ Screening &amp; Interviews TBD</li> <li>➤ Position begins as soon as possible</li> </ul> </li> </ul>
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Immigration Reform and Control Act Requirement: The recommended applicant, if not a current regular employee, will be required to complete an INS I-9 form and must provide proof of employment eligibility.

Disclosure Statement and Record Check: Pursuant to Chapter 486, Washington Laws of 1987, the recommended applicant, if not a current regular employee, will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in the law. In addition, a background check, based on fingerprints, will be requested from the Washington State Patrol & FBI. Employment is conditional based upon completion of the record check.

The Nespelam School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance may be directed to the district’s Title IX/RCW 28A.640 Officer and Civil Rights Coordinator- Tanya Bunting and Section 504/ADA Coordinator.

**Nespelam School District, P.O. Box 291, Nespelam, WA 99155. (509) 634-4541.  
Nespelam School District is an Equal Opportunity Employer**