

WISHKAH VALLEY SCHOOL DISTRICT #117
4640 Wishkah Road
Aberdeen, WA 98520

JOB DESCRIPTION-ASSISTANT COOK

POSITION: ASSISTANT HEAD COOK

REPORTS TO: HEAD COOK & BUILDING PRINCIPAL

Positions Summary: Responsible for supporting efficient operation of school kitchen/cafeteria to include assisting Head Cook preparation, and serving of food; cleaning items (food service, counters, equipment); and other duties activities, duties, and trainings as assigned in regards to food services.

Primary Duties and Responsibilities:

1. Assists in the preparation and planning of meals.
2. Serving meals.
3. Cleaning kitchen equipment, dishes, trays and other items necessary for food services.
4. Reports and deficiencies or safety concerns to the immediate supervisor.
5. Follow safety rules and regulations.
6. Perform other activities, duties, and trainings as assigned in regards to food services duties.

Minimum Qualifications Education/Experience:

1. Pass a WSP/FBI fingerprint criminal background clearance (applicant's expense)
2. Possess a valid Washington State Food Handler's Permit.
3. Preferred proof of current First Aid/CPR card.

Knowledge/Skills/Abilities:

1. Ability to work in a friendly manner with co-workers and students.
2. Ability to lift and move 50 pounds. Ability to perform job and communicate in a noisy environment.
3. Ability to read and comprehend simple instructions, (cooking and meal preparation).
4. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands/Work Environment:

While performing the duties of this job, the employee is frequently required to stand for an extended period of time. The employee may be required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus. While performing the duties of this job, the employee occasionally works in temperatures above 100 F and below 32 F, and occasionally will walk on slippery surfaces. The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job.

State/District Mandated Requirements:

1. Fingerprinting (cost of paid by employee).
2. Attend required trainings as directed (paid by district).

Evaluation: There will be an annual evaluation of the assistant cook by the Building Principal in coordination with the Head Cook at the conclusion of the year which will be placed in the Assistant Cook's personnel file.

Benefits/Compensation/Work Schedule

1. This position is a 10 month position as referenced in the Collective Bargaining Agreement between the Wishkah Valley School District #117 and the Public School Employees of Wishkah Valley.
2. Benefits and compensation will be based on components agreed upon in Collective Bargained Agreement.

Equity & Non-Discrimination Notice: *Wishkah Valley School District does not discriminate in any program 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.*