

OLYMPIA SCHOOL DISTRICT NO. 111

Job Category: Food Services

Posting Dates: September 12 - 18, 2017

The Olympia School District Human Resources Office is now accepting applications from current employees for the following positions. Interested employees may submit a transfer request by calling the District Human Resources Office at 596-6185 prior to the deadline date.

Position	Hours/FTE	Location
Department Head Cook	8.0 hpd/192 Days Plus 10 paid holidays	Olympia

Salary: Teamsters Salary Schedule – \$15.97 - \$17.68 per hour

Position: Central Kitchen Department Head Cook Olympia High School

Responsible to: Central Kitchen Coordinators and Child Nutrition Supervisor

Location: 1302 North Street SE, Olympia, WA 98501

Hours: 8:00 hours a day, 4:45 am -1:15 pm (includes ½ hour unpaid lunch). School starts at 7:45am

Basic Functions:

Under the direction of the Central kitchen Coordinators and the Child Nutrition Supervisor the Department Head leads the preparation of breakfast and lunch menu items for Olympia High School as well as lunch items for all elementary and middle schools. All works with Middle School managers to prepare and send food as needed for their lunch programs. The Department Head Cook is responsible for ensuring that schools receive the correct amount of food ordered for their lunch programs.

Primary Responsibilities:

- Ensures that all food items comply with National School Meal requirements.
- Operation of a computerized meal count system. Will have cashiering responsibilities.
- Maintaining the confidentiality of computerized student meal eligibility information.
- Is responsible for the food production record the cook department prepares for OHS's lunch program.
- Is responsible for ensuring the HACCP procedures are being followed.
- Checks food delivery from vendors for accuracy. Complying with all local health department regulations.
- Fills order that are to be delivered to all schools in the district.
- Continually monitors lunch program for cost savings and improvements.

Knowledge and Abilities Required:

- Good written and oral communication skills. Ability to follow written and oral instructions.
- Record keeping skills i.e. simple arithmetic. Must be able to extend recipes.
- Ability to operate a computerized meal count system
- Knowledge of United States Department of agriculture, National School Lunch/Breakfast requirements.
- Must be physically fit and able to lift heavy or bulky objects and stand or walk on concrete floors for an extended period of time. Also requires a lot of pushing and pulling of heavy racks and reaching of racks that are over-head.**
- Must be able to lift a minimum of 50 pounds**

- ❑ Ability to work independently with a minimum of supervision.
- ❑ Ability to work under pressure.
- ❑ Ability to get along with children and use tact and discretion with adults.

Minimum Qualifications:

High school graduate or equal and three years' experience in school or institutional Food Service. Previous baking experience will be given strong consideration.

Equal Employment Opportunity: The Olympia School District No. 111, does not discriminate on the basis of age, race, creed, color or national origin, gender, marital status, or non-job related physical, sensory or mental handicap in its educational programs, activities, employment procedures and personnel practices as required by state and federal laws. Experience and expertise in working with individuals from diverse backgrounds are desirable in applicants for all district positions. Inquiries or complaints regarding compliance with these laws should be directed to Affirmative Action Officer, Scott Niemann, Olympia School District No. 111, 1113 Legion Way S.E., Olympia, Washington 98501 (360) 596-6185. Complaint forms are available from the Affirmative Action Officer for concerns in the regulated areas of Affirmative Action, Title IX (Education Amendments of 1972) and Section 504 (Vocational Rehabilitation Act of 1973).

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.