Cusick School District #59 Posted March 3, 2025

# POSITION OPENING: Food Service Supervisor - Head Cook

**Approximate Hours 6:00 AM - 2:30 PM Daily**

Position is responsible for the coordination, supervision and operation of a school kitchen. Performs independent work as part of an overall team effort to prepare and serve high-quality, nutritious meals as well as cleanup in the time allotted while interacting with kitchen staff, students, school staff and the public in a cooperative and professional manner.

# PERFORMANCE RESPONSIBILITIES:

* Responsible for knowing, following and interpreting to and/or training others, in the procedures, policies and requirements of the Child Nutrition program and Cusick School District, including, but not limited to, all aspects of food preparation; use and care of kitchen equipment; established HACCP guidelines and program procedures ensuring kitchen/food safety and sanitation; Nutrition Services management and kitchen organizational procedures; federal and state statistical record keeping; inventory management and supervision of kitchen staff.
* Supervise kitchen site team and general operation of the kitchen.
* Successfully complete classes required for position and attend meetings, and/or workshops related to position.
* Coordinates and assists with opening and closing the kitchen prior to beginning and at the end of each school year.
* Fulfills other related duties as assigned or requested.

# QUALIFICATIONS:

* Demonstrated ability and aptitude to perform the responsibilities listed.
* Experience with large quantity cooking and baking or equivalent preferred. Experience in other related institutional feeding operations will be considered.

# Demonstrate Knowledge Of and Ability To Utilize:

* + All kitchen utensils and equipment including care and cleaning of.
  + Rules of food safety and sanitation.
  + Fundamentals of quantity food preparation, storage and portion control.
  + USDA rules & regulations for Nutrition Services program.
  + Nutrition Services department policies and procedures.
  + Fundamentals of HACCP procedures
  + All paperwork/reports required of position.

# Nutrition Services/Health Department Requirements:

* + Obtain and possess a valid Food Handler Permit.
  + Hepatitis A vaccination or waiver.
  + Current fingerprint record on file.
  + Current First Aid/CPR or willingness to obtain promptly.
* **Education/Physical Work Requirements:**
  + High School Diploma or GED and a minimum of 3 years specific work experience in school food service. An AA degree in a related field, may substitute for one year's related work experience.
  + Demonstrate a commitment to continued professional growth and development by attending workshops, meetings and continuing education classes when offered.
  + Satisfactory completion of approved Safety/Sanitation class within five years.
  + Position requires the ability to read, write and communicate. Employee must exhibit the ability to understand verbal and written directions and possess basic mathematical skills as well as ability to read measuring devices.
  + Position requires ability to operate district and Nutrition Services computer hardware and software.
  + Position requires ability to lift a minimum of 50 lbs. without assistance, to bend, stoop, and lift overhead. It requires the use of both hands and ability to stand for extended periods of time.
  + Lead and develop a positive team environment.
* **Exhibit Ability To:**
  + Adjust work pace to meet the demands of changing workload.
  + Exhibit a professional attitude at all times and a willingness to take directions and work with others in a positive, cooperative and pleasant manner.
  + Make independent decisions and take appropriate action while following established procedures and guidelines.
  + Work with groups to interpret and/or promote nutrition education and Nutrition Services program.
  + Promote and train others on established customer service models and expectations.
  + Coordinate with and participate in an on site Food Sales Committee to ensure Nutrition Services and district policies and procedures are followed.
  + Lead and develop a positive team environment.
* The position requires general knowledge of some technical procedures or work activity. Working knowledge of some Nutrition Services practices will be necessary.
* Relate positively to youth and adults of varying socio-economic, cultural and ethnic backgrounds.

**WORKING CONDITIONS:**

This employee works in a kitchen/cafeteria environment during the early morning to early afternoon hours. The usual hazards associated with cooking equipment, such as hot stoves, ovens, steamers, and cutting devices, are continually present. Frequent lifting of a variety of items ranging up to 50 pounds in weight. Occasional lifting and reaching overhead, climbing on stool or ladder is also required. Bending, stooping and standing for extended periods of time are required.

**Reports to:** Superintendent or designee

**Salary:** Adopted Cusick School District Classified Salary Schedule

**Opening:** Open until a suitable candidate is found

**APPLICATION:**

1. **Letter of application directed to Superintendent, Don Hawpe.**
2. **Cusick School District Classified Application**
3. **Resume**
4. **Letters of Recommendation**

**EDUCATIONAL OPPORTUNITIES AND EQUAL EMPLOYMENT**

Cusick School District complies with all state and federal rules and regulations and does not discriminate on the basis of race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. This holds true for all district employment and opportunities. An inquiry regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Chapter 28A.640 RCW Officer, Steve Bollinger and Section 504/ADA Coordinator, Doug Theil, 305 Monumental Way, Cusick, **WA** (509) 445-1125.

