NOTICE OF VACANCY
2021-2022

Position: **Head Cook (Faulconer Chapman School)**

JOB DEFINITION:

Sheridan School District is looking for a Head Cook for Faulconer-Chapman School. The Head Cook is part of the operation of a self-contained school kitchen. The Head Cook performs work as part of an overall team effort. The complexity of the work may not be limited to established rules and regulations. The position requires getting along with others and regular contact with students, school staff and the public.

ESSENTIAL JOB FUNCTIONS:

1. Submit foods and equipment requests to Food Service Supervisor.
2. Maintains an accurate kitchen inventory for assigned facility.
3. Follows health, sanitation and safety procedures.
4. Reports to the Food Service Supervisor equipment and facilities needing repair.
5. Prepares meals sufficient in quantity to serve daily meal count.
6. Assures an adequate supply of food items for the preparation of future menu dishes.
7. Assists with the opening and closing of the kitchen prior to the beginning and after the ending of each school year.
8. Assures the proficient and timely preparation and serving of daily meals.
9. Increasing revenue through promotion of the food service program to achieve increased student participation.
10. Assures the maintenance and cleaning of the cafeteria and kitchen facilities to maximize efficiency and minimize interruptions in service.
11. Assures that proper procedures are followed for collecting information on lunch counts, menu records, and inventories.
12. Accurate counting and collection of all cash receipts from meal, snack and ala carte sales. Collects money and runs point of sale software, as required by position.
13. Keeps accurate production records conforming to federal and state requirements.
14. Performs routine food preparation duties.
15. Serves food.
16. Performs cleaning and dish washing and other general duties in a kitchen or serving area.
17. Fulfills other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

1. Assigns duties and supervises students assigned to the kitchen.

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,

steam cookers, and cutting devices, is continually present. Frequent lifting of a variety of items ranging up to 30 pounds and/or maneuvering up to 50 pounds in weight. Occasional climbing on a stool or ladder is also required. May be exposed to blood borne pathogens.

The noise level in the kitchen and cafeteria can range between moderate and loud.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Breakfast and lunch meal pattern.
- Operation, cleaning and caring for utensils and commercial cooking equipment.
- Proper methods of planning, preparing, cooking, serving and storing foods to meet quality and nutritional standards in large quantities.
- Methods of preparing food, including meats and other main dishes, salads, sandwiches and desserts.
- Basic kitchen utensils and equipment.
- Procedures involved in maintaining a kitchen.
- USDA meal program rules and regulations and nutritional requirements.
- Rules and procedures for portion control.
- Perform inventory.
- Effectively manage food to avoid waste.
- Increasing/decreasing recipes.
- Ability to operate a variety of computer software.

Skills and Abilities:
Possess the physical ability to regularly attend work and fulfill the essential functions of the position with or without reasonable accommodation.

- Skills in culinary arts and food display.
- Prepare, mix and bake in large quantity.
- Plan and organize food preparation and serving operations to meet fixed schedules.
- Prepare main dishes, salads, sandwiches and other foods.
- Operate equipment found in school kitchens.
- Prepare food planned for the needs of students.
- Use proper amount of food.
- Attend training opportunities as required and assigned.
- Read, understand and carry out oral and written instructions.
- Apply an understanding of English, reading, spelling, mathematics and other subjects as related to the position.
- Deal with students, teachers, administrators, supervisor, and the public in a pleasant and courteous manner.
- Accurately transfer, record and convey information, materials, and money as required by the position.
- Verbalize concepts and to communicate effectively in person and over the phone using a pleasant and well-modulated voice.
- Establish and maintain effective working relationships with students, teachers, administrators, co-workers, supervisor, and the public.

- Make mathematical calculations accurately.
- Write or print legibly.
- Obtain or possess a valid Oregon driver's license and maintain an insurable status for automobile and liability coverage, as required by the position.
- Abide by confidentiality requirements.
- Adhere to the federal requirements for a drug-free workplace.
- Maintain a high level of commitment to completion of all tasks.

EDUCATION AND EXPERIENCE:
High School diploma and one to two years of advanced education/experience in the specific job requirements. The position requires the application of general principles or techniques and training not normally received in a high school.

The position requires working knowledge of several technical procedures or work activity areas. Job learning time may range from six to twelve months; proficiency can be acquired in twelve to twenty-four months.

CERTIFICATION AND LICENSING:

- Possess or obtain a Food Handler's Permit.
- Obtain or possess a valid Oregon driver's license and maintain an insurable status for automobile and liability coverage as required by the position.

Apply To: https://sheridan.tedk12.com/hire/index.aspx

Posted Inside: 8/20/2021

Closing Date: until filled

Employment Dates: 2021-2022 school year

Current Staff Application Requirements:

- **TalendEd Recruit and Hire Internal Application & Letter of Interest**

Outside Application Requirements:

- Application (thru **TalendEd Recruit and Hire**)
- Letter of Interest
- Resume

- 3 letters of Recommendation
- Copy of Transcripts
- Copy of Certification

Salary: Per Classified bargaining agreement

For More Information: Please contact **Jen Schulze** by email at lynne.shore@sheridan.k12.or.us

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990.

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, age, marital status and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.