

Hood River County School District

134-Temporary Cook Manager I (8 hours-day) - Parkdale Elementary (661)

JOB POSTING

Job Details

Posting ID

661

Title

134-Temporary Cook Manager I (8 hours-day) - Parkdale Elementary

Description

This posting will remain open until filled. This is a temporary 8 hour/day position will begin immediately and will last for the remainder of the 2018/19 school year.

To apply, complete a HRCSD Classified Employment Application. Application forms are available on the District website (www.hoodriver.k12.or.us) or at the District Office, 1011 Eugene Street, Hood River, OR 97031.

- Include a letter of interest addressed to Heidi Benson, Nutrition Services Director
- Current resume
- Include the names of three references
- Include a copy of your current Food Handler's Card

Incomplete applications may not be considered. Return your completed application to the District Office, 1011 Eugene Street, Hood River, OR 97031.

Job Purpose Statements:

The Cook Manager position is done for the purpose of directing food service personnel at Parkdale Elementary School to perform their functions in a safe and efficient manner; providing food services at Parkdale Elementary that meets the mandated nutritional needs of students; ensuring availability of quantities of items; menu planning, preparing and distributing food service items for consumption by students and others; providing written support to convey information; and complying with mandated health requirements. Ensures that operations and services are being performed at the highest level while maintaining a high level of customer service. This position reports to the Nutrition Services Director and does not supervise others.

Essential Job Functions:

- **Assists** and directs food service workers and other personnel as assigned for the purpose of maximizing the efficiency of the workforce and meeting shift requirements.
- **Utilizes** district's menu planning system for the purpose of menu planning, nutrient analysis, standardization of recipes and menu production
- **Inspects** received items of food and/or supplies for the purpose of ensuring specifications, quantity and quality of orders and/or complying with mandated health requirements
- **Compiles** and maintains appropriate reports and documentation for the purpose of providing required information to support federal, state agency and district requirements.
- **Prepares** and serves food and beverage items for the purpose of meeting mandated nutritional requirements and projected meal requirements and/or requests of students and school personnel.
- **Procures** and inventories food, equipment and supplies for the purpose of ensuring adequate availability of items.
- **Responds** to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals.
- **Maintains** regular and appropriate attendance and is on time for assignments for the purpose of meeting the needs of the students and the expectations of the district.
- **Trains** and directs staff to ensure safe work procedures and a safe work environment.
- **Serves** one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students or others.

Other Job Functions:

- **Serves** as a positive role model through appearance, personal neatness and personal habits.
- **Provides** input to Nutrition Services Director for evaluation of kitchen staff.
- **May transport** food to other district locations.
- **Responds** to inquiries from students, staff and public regarding food service operations.
- **Cleans** utensils, equipment, food storage containers, preparation and serving areas to maintain sanitary conditions.

Experience required:

Prior job related experience in food preparation, serving and basic kitchen activities, with increasing levels of responsibilities, preferably in school and/or instructional setting.

Skills, Knowledge and/or Abilities Required:

- Skills to perform basic arithmetic calculations, operate and care for institutional kitchen equipment.
- Use of standard office equipment to include computers and required software programs, such as NutriKids POS system.
- Communicate effectively by interacting with colleagues, community members, students and parents in a respectful and trustworthy manner.
- Knowledge of modern methods of food preparation, health codes and sanitation principles.
- Abilities to stand and walk for prolonged periods.
- Provide direction to others and make sound, independent judgments based on common sense.
- Keep and maintain accurate records
- Understand and carry out oral and written instructions.
- Bilingual English/Spanish skills helpful but not required.

Education Required: High School diploma or GED equivalent.

Licenses, Certifications, Bonding, and/or Testing Required: Valid driver's license and ability to drive a district-provided vehicle, as needed. Criminal Justice Fingerprint Clearance; successful completion of district-required pre-employment drug screening; satisfactory completion of post-offer physical capacity evaluation; possession of valid Food Handler Permit during entire term of employment.

HOOD RIVER COUNTY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. 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. Disabled persons may contact Hood River County School District at 541/387-5016 for additional information or assistance. Speech or hearing-impaired persons may contact Hood River County School District for assistance through the Oregon Telecommunications Relay Service by dialing 1-800-735-2900.

<i>Shift Type</i>	Full Time-Temporary	<i>Salary Range</i>	\$13.21 to \$15.30
<i>Salary Code</i>	N/A	<i>Job Category</i>	Classified
<i>External Job Application</i>	Classified Application	<i>Internal Job Application</i>	Classified Application
<i>Location</i>	134-Parkdale Elementary School	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>	High School Diploma/GED		

Job Application Timeframes

<i>Internal Start Date</i>	02/07/2019	<i>General Start Date</i>	02/07/2019
<i>Internal End Date</i>		<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	Heidi Benson	<i>Title</i>	Nutrition Services Director
<i>Location</i>	134-Parkdale Elementary School	<i>Phone</i>	541/387-5011
<i>Email</i>	heidi.benson@hoodriver.k12.or.us		

References

<i>Automatically Send Reference Check</i>	No	<i>Reference Check Form</i>
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