**THORP SCHOOL DISTRICT #400**

P.O. BOX 150

THORP, WA 98946

**POSITION DESCRIPTION**

**CLASSIFIED**

**POSITION:** **COOK / KITCHEN**  **SUBSTITUTE**  **HOURS PER DAY: Varied**

**PRIMARY RESPONSIBILITIES:**

1. Prepare, cook and serve nutritional meals, including field trip sack lunches, for students and staff according to prepared menus, recipes and production records, with consideration to food allergies and special needs students, following Health Department regulations. All meals need to be served on schedule.

2. Follow and maintain production records.

3. Prefer knowledge of HAACP guidelines and maintain proper records.

4. Verify quantity and quality of milk and food deliveries; approve delivery slips if needed.

5. Label and date all food items; store food deliveries in a timely manner using the first-in-first-out (FIFO) method.

6. Take and record food temperatures daily, adjusting as necessary to follow regulations.

7. Monitor freezer and cooler temperatures reporting any inadequacies to Food Service Director or Director of Facilities.

8. Use kitchen equipment in a safe manner.

9. Wash all serving dishes, utensils, pans, etc. used during the shift, keeping a safe, clean working environment

at all times; perform daily cleaning duties as outlined on checklist.

10. Maintain storage areas, freezers and coolers in an orderly manner and clean at all times.

11. Turn off kitchen equipment, secure storage areas, serving area drop-down curtains and doors after shift.

**MINIMUM QUALIFICATIONS:**

1. High School diploma or equivalent.

2. Ability to read, write and fluently speak English.

3. Must be able to follow standardized recipes, menus and production records.

4. Prior cooking experience, preferably with a school district.

5. Must have current Health Department Food Handler’s Permit within ten (10) days of hire.

6. Able to safely lift 50 lbs.

7. Strong communication and organization skills.

8. Able to work alone and without supervision.

9. Able to perform duties under stressful conditions, including excessive heat, while meeting deadlines.

10. Follow proper dress code.

11. Effectively communicate and work with Food Service Director and other food service personnel to follow state and national guidelines.

12. Effectively communicate with all ages, including special needs students, maintaining a professional and

positive attitude at all times.

*THORP SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER*

*Thorp School District complies with all federal and state laws and regulations and does not discriminate in any programs, activities, employment or opportunities 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. Inquiries regarding compliance and grievance procedures should be directed to the school district’s Title IX Compliance Coordinator or the Section 504/ADA Coordinator for issues related to disabilities: Dr. Linda Martin, Thorp School District #400, P.O. Box 150, Thorp, WA 98946; 509-964-2107.*