

March 10, 2025

## **J O B   A N N O U N C E M E N T**

### **PART-TIME ASSISTANT COOK 2**

#### **QUALIFICATIONS:**

1. High School Diploma or equivalent.
2. Valid Washington Driver's License with no major violations in the past three years.
3. Ability to work well with others.
4. Ability to occasionally lift up to 50 pounds.
5. Must be able to effectively communicate verbally and in writing.
6. Previous experience in commercial food preparation programs or school food service program preferred
7. Current Washington State Food Handlers Card (must be acquired by the first day of employment).
8. Must be able to follow oral and written directions and work with minimal supervision.
9. Minimum score on the pre-employment exam.
10. Current regular Selkirk School District PSE members will be tested and considered by August 14, before external candidates are tested and interviewed

#### **WORK HOURS:**

**4.5-7** hours per day during 150 student days and all foodservice-designated inservice days (7.5 hours). Paycheck and insurance benefits over 12 months. Retirement-eligible position.

#### **REPORTS TO:**

Head Cook and Food Service Director

#### **JOB GOAL:**

Assisting the Head Cook and primary Assistant Cook in all food preparations, serving, meal documentation, and planning. Preparing and Serving Breakfast at the elementary school as well as transporting and serving lunch at the elementary school daily. Assisting high school cooks in-between elementary shift.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Skills, Knowledge and/or Abilities:
  - a. **Skills:** prepare food in large quantities, perform basic math calculations, plan menus, operate, care for and maintain institutional kitchen equipment, maintain inventory control, use computers and related office equipment and associated software, communicate effectively.
  - b. **Knowledge** of modern methods of food preparation, health codes and sanitation principles, and nutritional requirements.
  - c. **Abilities:** stand/walk for prolonged periods, understand oral and written instructions, communicate and direct other personnel, keep and maintain adequate records. Significant physical abilities include lifting/carrying/handling supplies and food, near/far visual acuity.
2. Assist Head Cook and Assistant Cook 1 in food preparation and operations of food service program.
3. Perform all duties of Assistant Cook 1 in the absence of the Head Cook or Assistant Cook 1.
4. Maintain high standards of confidentiality, attendance, and flexibility, while working cooperatively with supervisors and other employees.
5. Assure proper storage of foods and commodities.
6. Shall frequently lift weights up to 40 pounds.
7. Operate kitchen equipment and appliances in a safe and effective manner.

8. Assist in maintaining records and preparing routine reports.
9. Cook, bake, plan, organize to assure the safe, sanitary and timely preparation and transportation of meals and snacks in large quantities.
10. Transport and serve lunch at elementary site (daily).
11. Clean and sanitize cooking utensils, dishes, kitchen equipment and work areas.
12. Inspect kitchen equipment to insure proper functioning and sanitary standards.
13. Work with staff, students and community in a positive manner.
14. Complete a minimum of 6-hours of training annually specific to food services assignment.
15. Other duties as assigned by building principal or superintendent.

**WAGE:** Per placement on the PSE salary schedule.

**CLOSING DATE:** Open until filled

**START DATE:** As soon as a suitable candidate is found.

**APPLICATION:**

To be considered, new employees must submit the following to the Selkirk District Office, 219 Park Street, PO Box 129, Metaline Falls, WA 99153 (509) 446-2951:

Letter of Application  
 Completed Selkirk School District application form (selkirkschools.org - Employment)  
 Resume  
 Copy of High School Diploma (or equivalent) upon offer of job  
 Official college transcripts (upon offer of job)

Existing employees will be considered with a Letter of Application. However, additional documents may be requested by the district.

**EMPLOYMENT INFORMATION:**

Selkirk School District is an affirmative action, equal opportunity employer. Persons with a disability who need assistance in the application process or those needing the announcement in an alternative format may call Angelina Johnson at (509) 446-2951. Candidate offered the position will be required to complete a Washington State Patrol/FBI fingerprint background check and Department of Social and Health Services criminal history and background inquiry check. Employees of the Selkirk School District must abide by all of the agency's policies, including maintaining a smoke and tobacco-free work environment and a drug-free workplace.

Selkirk School District does not discriminate in any programs or activities 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. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights/504 Coordinator, Nancy Lotze, 509-446-2951, [nlotze@selkirk.k12.wa.us](mailto:nlotze@selkirk.k12.wa.us) and Title IX Coordinator, Amanda Burnett, 509-446-3505, [aburnett@selkirkschools.org](mailto:aburnett@selkirkschools.org). PO Box 129, Metaline Falls, WA 99153.

**Title IX**

Amanda Burnett  
 Selkirk MS/HS High School  
 10372 Hwy 31  
 Ione, WA 99139  
 (509)446-3505

**Section 504 Coordinator**

Katie Hunt  
 Selkirk School District  
 PO Box 129  
 Metaline Falls, WA 99153  
 (509)446-2951

**Civil Rights Officer**

Nancy Lotze  
 Selkirk School District  
 PO Box 129  
 Metaline Falls, WA 99153  
 (509)446-2951