

KIONA-BENTON CITY SCHOOL DISTRICT #52

POSITION ANNOUNCEMENT

September 18, 2008

OPEN TO PUBLIC

POSITION: **ELEM/MIDDLE SCHOOL HEAD COOK**
CONTINUING

POSITION DESCRIPTION:

The Head Cook will be responsible for planning, supervising, and participate in the preparation of the Elem/ MS School lunch Program

MINIMUM REQUIRED QUALIFICATIONS:

Possess High School Diploma or GED

At least One (1) year experience in school food services and serving large groups preferred

Bilingual/Biliterate preferred

Able to do state required production record, order food & supplies needed to produce meals

Be in good physical condition (with no history of back problems, etc)

Must be pleasant, cooperative, and flexible and handle stress effectively

POSITION DUTIES

Cooking or filling in for the cook

Must be able to lead the work force

Make sure that the eating area is cleaned up after lunch is completed

Enjoy working with multi-aged children

Other duties as assigned by supervisor

POSITION DETAILS

7.5 Hours Per Day, 5 Days a Week,

Location: Kiona-Benton City School District High School

Reports to: Connie Easling, Supervisor of Food Service

Salary: Per PSE Bargained Agreement

APPLICATION AND/OR LETTER OF INTEREST MUST BE FILED BEFORE CLOSING DATE OF

UNTIL FILLED **by 3:30 p.m.**

APPLICATION PROCESS

Submit a letter of interest to the district office before the closing date. Application procedure questions/concerns please contact Shelly Knight, Personnel Coordinator, at 509-588-2000. Kiona-Benton City School District # 52 complies with all rules and does not discriminate on the basis of race, color, national origin, sex or handicap. Any inquiries regarding compliance procedures may be directed to the school district's title IX officer and/or section 504 Coordinator. A copy of the district's appeal/grievance procedure is available upon request from the district office (WAC 392-190-060). Title ix officer and section 504 Coordinator Craig Bailey, Director of Special Services 1107 Grace Avenue Benton City, WA 99320 (509) 588-2021 VERIFICATION OF IDENTITY AND UNITED STATES WORK AUTHORIZATION AND WASHINGTON STATE PATROL/FEDERAL BUREAU OF INVESTIGATION FINGERPRINT PROCESS MUST BE COMPLETED BEFORE EMPLOYMENT COMMENCES (PURSUANT TO 28A.400) Candidate selected will be employed on a temporary basis subject to completion of the background check.

KIONA-BENTON CITY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER