



Coquille

School District #8

970 N Central Blvd.

Coquille, Oregon 97423

Phone: 541-396-2181 Fax: 541-396-5015

DATE: April 17, 2024
TO: All Interested Parties
FROM: Rachel Price, Human Resource Director
SUBJECT: Notice of Vacancy – **Internal and External applicants may apply**

Coquille School District has the following openings for the Summer of 2024:

POSITION: **Second Cook, Summer Food Program, Temporary**
7:00 AM to 2:00 PM Monday – Friday, June 12th – Friday, August 30th

SALARY: Second Cook: \$15.88 – \$18.96 through June 30th then: \$16.36 - \$19.53

COMPLETE APPLICATION:

A Complete Application Consists of:

- 1) Letter of interest
- 2) Letter of interest
- 3) Classified Application (on-line at):
<https://coquille.tedk12.com/hire/ViewJob.aspx?JobID=1208>
- 4) Resume
- 5) Letter of Recommendation

SEND TO:

Rachel Price
Coquille School District 8
970 N Central Blvd
Coquille, OR 97423
Or Email: rprice@coquille.k12.or.us

CLOSING DATE: Open Until Filled

TERMS OF EMPLOYMENT: Pre-employment background check and drug testing required.

Coquille School District is an EOE.

If you have a disability and need this publication in an alternate form, please contact Coquille School District 8, 541-396-2181

Job Title: **Second Cook**

Assignment: **TBD**

Reports to: **Head Cook & Food Service Supervisor**

Evaluated by: **Food Service Supvsr**

Position Overview: Provides primary support to Head Cook, assisting in preparation of meals and general operation of kitchen.

1. Essential Job Functions:

- a) Learn working knowledge of Head Cook position.
- b) Assist in daily preparation of meals.
- c) Insure proper catering to remote locations.
- d) Review and follow all standard operating procedures based on HACCP guidelines.
- e) Assist in serving of USDA meals.
- f) Assist in properly maintaining equipment.
- g) Carry out all tasks assigned by Head Cook.
- h) Assist in cleaning of kitchen, equipment, and serving areas.
- i) Assist in record keeping.
- j) Other duties as assigned

2. Other Job Functions:

- a) Take over duties of Head Cook in their absence.

3. Qualifications:

- a) Knowledge of:
 - i. Food preparation in large quantities for public schools.
 - ii. Operation and maintenance of commercial food preparation equipment.
 - iii. HAACP sanitary guidelines.
- b) Ability to:
 - i. Maintain good healthy relationship with students.
 - ii. Work harmoniously and tactfully with fellow employees.
 - iii. Maintain standards of cleanliness and sanitation.
 - iv. Maintain regular attendance.
 - v. Present neat and clean appearance.
 - vi. Add, subtract and multiply accurately.

4. Experience:

- a) Prior experience in quantity cooking and baking desired.

5. License:

- a) Food Handler's Card

6. Physical Requirements:

In an eight-hour day, employee may

- a) Stand/Walk 5-6 Hours
- b) Drive 1-2 Hours
- c) Sit 3-4 Hours
- d) Stoop/Squat/Bend 1-2 Hours
- e) Lift/Carry 1-2 Hours Up to a weight of 50 lbs
- f) Climb Stairs Occasionally
- g) Use hands for repetitive motions Frequently
- h) Use feet for repetitive movements Frequently

Note: If hired, no unauthorized comments or postings about district business or students are allowed on social media.

This job description, developed November 26, 2018, supersedes all prior descriptions for this position.

I have reviewed this Job Description and understand the contents.

Employee

Date

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.