



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: **Head Cook, Summer Food Program, Temporary**
7:00 AM to 2:00 PM Monday – Friday, June 12th – Friday, August 30th
SALARY: Head Cook: \$18.28– \$21.83 through June 30th then: \$18.83 - \$22.48

COMPLETE APPLICATION:
A Complete Application Consists of:

- 1) Letter of interest
- 2) Classified Application (on-line at):
<https://coquille.tedk12.com/hire/ViewJob.aspx?JobID=1209>
- 3) Resume
- 4) 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: **Head Cook**

Assignment: **TBD**

Reports to: **Food Service Supervisor**

Evaluated by: **Food Service Supervisor**

Position Overview: Prepares safe and nutritious meals following specific guidelines, providing oversight of all kitchen functions & staff.

Essential Job Functions:

- a) Plan daily menu in accordance with master menu.
- b) Prepare and serve foods, following menu plan and all sanitation guidelines.
- c) Maintain necessary records
- d) Maintain USDA nutritional requirements for meals.
- e) Assist in training new employees and substitutes.
- f) Present product in an attractive manner, utilizing color, texture and creativity.
- g) Supervise catering to special functions and remote locations.
- h) Assist Food Service Director in ordering food and supplies.
- i) Properly store and maintain any and all foods.
- j) Follow all safety and sanitation guidelines & regulations.
- k) Other duties as assigned

Other Job Functions:

- a) Ensure required portion control.
- b) Keep current inventory of food and supplies.
- c) Assure that kitchen staff take appropriate breaks according to union contract agreement.

Qualifications:

Knowledge of:

- i. Food preparation in large quantities for public schools.
- ii. HACCP sanitary guidelines.
- iii. And understanding of food costs and program budget.
- iv. Record keeping.
- v. Operation of commercial food preparation equipment.

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. Add, subtract and multiply accurately.
- v. Maintain regular attendance.
- vi. Present neat and clean appearance.
- vii. Attend training opportunities & workshops.

Experience:

- a) Prior experience with quantity cooking and baking desired.
- b) Prior experience with management and/or supervision preferred.

License:

- a) Food Handler's Card
- b) Serve It Safe Certificate

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.