



SHERIDAN SCHOOL DISTRICT 48J

NOTICE OF VACANCY 2019/2020

Position: Head Cook (Faulconer-Chapman School)

Areas of Responsibility: The Head Cook at Faulconer-Chapman School will perform kitchen management and nutrition service lead work for FCS. Duties include, but are not limited to, preparing school menus, meals, ordering food and maintaining program records; directing and working with assistant cooks. Work involves planning, preparing and serving meals in conformance with USDA and Oregon Department of Education minimum nutritional quality and quantity standards.

The Head Cook performs independent work as part of an overall team effort. The supervisory functions of this position require human relations and communications skills and the ability to direct, guide and motivate others. The complexity of the work may not be limited to established rules and regulations. The position requires getting along with others and regular contact with students, school staff and the public.

Selection Factors:

- Knowledge of the purpose and safe operation of equipment used in a commercial kitchen.
- Knowledge of the safety and sanitary requirements of a food preparation and service operation, and the necessary precautionary measures.
- Knowledge of USDA and Oregon Department of Education requirements regarding serving quantities and nutritional components of the subsidized meals program.
- Ability to work independently and delegate responsibility.
- Ability to work from written menus and recipes and to adapt standard recipes in preparing dishes for a large number of people while adhering to nutrition and sanitation guidelines.
- Ability to estimate food needs in advance, maintain inventories, and to order sufficient food items.
- Ability to plan, schedule and direct the activities of subordinates in a manner that will result in cost effective personnel management and use of resources.
- Ability to stand for long periods of time, and apply safe lifting techniques in lifting and carrying cases of food.
- Ability to maintain accurate records and prepare periodic reports on meals served, food amounts used, and other related information.
- Ability to establish and maintain effective working relationships with students, teachers, co-workers and supervisors.
- Ability to maintain an appropriate and legal level of confidentiality regarding students, staff, and other individuals.
- Ability to maintain regular, predictable and prompt attendance.

Qualifications Required:

- Valid Oregon Food Handlers Card
- High school diploma or the equivalent.
- One year of experience at a level equivalent to a nutrition service cook which provides experience in school meal preparation.
- Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the experience
- Previous food service experience.

Apply To: Steve Sugg, Superintendent
Sheridan School District
435 S Bridge St
Sheridan, OR 97378

Posted Inside: 5/13/19

Closing Date: 6/7/19

Employment Dates: 19/20 school year

Current Staff

Application

Requirements:

- Letter of Interest

Outside

Application

Requirements:

- Letter of Interest
- District Application
- 3 Letters of Recommendation
- Copy of Certifications & Transcripts

Salary: Per Classified Bargaining Agreement

For More Information: Please contact **Dave Kline** at **Faulconer-Chapman School** at **971-261-6960**

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990.

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, age, marital status and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.