

**Entiat School District**  
**Paul Rumburg Elementary School & Entiat Middle/High School**  
**CLASSIFIED VACANCY ANNOUNCEMENT**

**FOOD SERVICE ASSISTANT COOK – FULL-TIME**

**OPENING:** Food Service **Assistant Cook:** Pre-School – Grade 12 Food Service Program  
Full-time School Year Position 8 hours/day for 176 school days  
Shift Times: 7:30 am – 4:00 pm

**DATES:** CLOSING DATE: May 26<sup>th</sup>, 2023  
ASSIGNMENT BEGINS: 2023-2024 School Year

**COMPENSATION:** Current hourly rate is \$17.87 - \$23.66 DOE (estimated to be slightly higher 9/1/23-  
depending on union contract ratification)  
Eligible for medical, dental, and vision insurance, retirement

**UNION AFFILIATION:** This position is represented by the Entiat Chapter of the Public School  
Employees of Washington/SEIU Local 1948 (PSE)

**PRIMARY DUTY:** Work under the direction of the Head Cook in the PreK-12 school food service  
kitchen and cafeteria.

**See page 2 for detailed job description**

*Entiat School District is located on the eastern slopes of the Cascade Mountain Range at the confluence of the Columbia and Entiat Rivers, about 15 miles north of Wenatchee. With a PreK-12 enrollment of approximately 340 students, the school system serves as the hub of community activities. Entiat is a family-oriented community with a rich history of support for public education, including passage of maintenance and operation levies.*

**APPLICATION MATERIALS MUST INCLUDE:**

- Cover Letter of Interest
- District Classified Employment Application (not required if you have an app on file) *(on our website)*
- Current Resumé
- Copy of Food Worker's Permit (if not available, permit must be obtained after hire)

**SUBMIT TO:** Irma Verduzco ([iverduzco@entiatschools.org](mailto:iverduzco@entiatschools.org)) 2650 Entiat Way, Entiat WA 98822

***If you are interested but need more information – please call Irma Verduzco at (509) 784-1800 #3***

The Entiat School District prohibits discrimination on the basis of sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. The following employees, who have been designated to handle questions and complaints of alleged discrimination, can be reached as follows: Greg Whitmore (Civil Rights Compliance Coordinator) via e-mail at [gwhitmore@entiatschools.org](mailto:gwhitmore@entiatschools.org), or Susan Morris (Section 504 Coordinator) via e-mail at [smorris@entiatschools.org](mailto:smorris@entiatschools.org), or Bill Edwardson (Title IX Coordinator) via e-mail at [bedwardson@entiatschools.org](mailto:bedwardson@entiatschools.org), or call (509) 784-1800, or by mail at Entiat School District, 2650 Entiat Way, Entiat, WA 98822.

## **FOOD SERVICE ASSISTANT COOK – FULL-TIME**

### **JOB DESCRIPTION**

#### **MINIMUM QUALIFICATIONS:**

- Applicants must have a high school diploma or equivalent
- Must have or be able to obtain a Food Worker's Permit
- Upon employment, must pass a Washington State Patrol and F.B.I. fingerprint screening examination and background check

#### **PREFERRED QUALIFICATIONS:**

- Experience with food preparation and serving
- Training or experience in cooking for/serving large groups

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Must be able to perform Head Cook duties on a limited basis when the Head Cook is absent
- Keep and maintain records for Material Safety Data Sheet (MSDS)
- Ability to accept responsibility and work independently with limited supervision
- Must have basic computer navigation and typing skills; including e-mail and Microsoft Word
- Must be able to communicate effectively with staff and students, both verbally and in writing
- Must be able to follow written and verbal instructions, use problem-solving and other skills to work as an effective member of the food service team
- Ability to maintain the highest standards of safety and cleanliness in the kitchen
- Ability to become familiar with and occasionally utilize food service software
- Must have physical strength and ability to perform moderate lifting (50 lbs) and bending
- Requires standing for an extended period of time
- Maintain accurate records, and maintain confidentiality of student and staff records
- Must maintain punctuality and consistent attendance

**PRIMARY DUTY:** Work under the direction of the Head Cook in the PreK-12 school food service kitchen and cafeteria, providing meals to students on a daily basis

#### **DUTIES AND RESPONSIBILITIES may include:**

- Prepare cafeteria for meals
- Prepare and serve food to students and staff
- Wash and clean dishes, pots and pans, utensils, kitchen equipment, utilizing commercial dishwasher
- Clean kitchen and cafeteria areas
- Set up and take down cafeteria tables daily
- Assist in taking inventory
- Assist in receiving and storing food and other supplies
- Assist in taking proper care of food service equipment
- Assist in maintaining sanitation of the kitchen
- Perform necessary school laundry duties
- Follow rules of safety and safe food handling
- Check students through food line, recording transactions in food service software if needed
- Perform other related work as needed
- Completes required training and professional development
- Other Duties as Assigned

**SUPERVISED AND EVALUATED BY:** District Superintendent with input from Head Cook