

Onion Creek School is seeking applications for a Food Services Director/Cook for the 2018-2019 school year. This is either a full or part time position depending on candidate qualifications and is estimated to be 5.75-7 hours per day 5.0 days per week.

Application submission begins June 13, 2018 and closes when filled.

If you are interested in this position, please see the application process below. All materials including a copy of the following should be submitted.

ONION CREEK SCHOOL DISTRICT #30

FOOD SERVICES DIRECTOR

Job Description

BASIC JOB FUNCTION

To coordinate and manage the overall operations and maintenance of the food service function within the school district. This includes the food and equipment necessary to provide regular, safe food service to adults and children on a daily basis. To assure school district compliance with all local, state and federal requirements.

SUPERVISOR

Superintendent

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares breakfast and lunch on a daily basis, performs routine duties in the preparation and serving of food.

Assumes responsibility for nutritional content of meals served in accordance with federal guidelines.

Maintains sanitary conditions, including clean kitchen and facilities to assure safe food preparation.

Receives, records and accounts for student and adult meal payment.

Assumes responsibility for secure storage of food and supplies.

Supervises all food purchases.

Inventories all food service equipment and supplies.

Is familiar with laws and responsibilities regarding food service programs. Maintains records and paperwork necessary for program audits.

Maintains communication with the superintendent regarding all issues and needs of the school district's food service program.

Works with teaching staff to arrange classroom nutrition education, special meals for field trips and use of kitchen for classroom activities.

Supervises student volunteers and paid adult assistants, when applicable.

Maintains communication with parents regarding payment for meals and use of the kitchen for community activities.

Prepares menus.

Prepares and submits all daily, monthly and quarterly state and federal reports, including Daily Meal Sign Up Records; Claim Reimbursement Reports; Daily Meal Nutrition Records, Commodity Inventory Reports; Paid Lunch Equity Reports (PLE); approve free and reduced lunch forms, files and yearly verification; Annual Site Review Forms and other reports as may be required.

Works with superintendent to replace, update and purchase equipment, food and supplies.

Works with state agency for commodities.

Works with county Health Department to provide regular inspections of kitchen and storage areas twice annually.

Works with superintendent and other appropriate personnel to investigate accidents and complaints.

Performs related duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

BA or AA or High school diploma, or GED, **and** 3 years of work in child nutrition services preferred but can substitute 3 years in industry food preparation.

Eight-hour food safety class prior to beginning job.

12-hours of yearly training.

Ability to maintain positive working relationships with staff, students and parents is essential.

Must be able lift up to 50 pounds.

Clearances & Training:

Washington State Patrol/NSOPW
Annual Blood Borne Pathogen Training
Valid Washington State Food Handler's Card
Valid First Aid/CPR Training

Terms of Employment:

This position will start in the 2018-2019 school year

Application Process:

Application materials need to be sent to: **Superintendent, Onion Creek School, 2006 Lotze Creek Road, Colville, WA. 99114.**

In-District applicants must submit a specific letter of intent, updated resume, and two letters of recommendation

Out-of-District applicants need to provide the following items to be considered a complete application:

- A. Cover letter/ letter of intent
- B. Current resume
- C. Completed Onion Creek School classified application form
- D. College/university transcripts (copies will suffice. Official copies will be requested if position is offered to you)
- E. two letters of recommendation

An application may be requested by calling the Onion Creek School Office at (509) 732-4240 or found on the district's website at www.ocsd30.org