



# GO OUTLAWS!



*COME BE AN OUTLAW and Work for the Enterprise School District!*

**Position:** Assistant Cook: 32 hrs/week -Open Until Filled

**Schedule:** Monday-Thursday with a few Fridays 6:00 AM-2:30 PM

**Start Date:** August 24th, 2022

**Enterprise School District**

**Enterprise, OR**

The Enterprise School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

The school district reserves the right to reject any or all applications and to not fill the position or to post it again.

## **ESSENTIAL RESPONSIBILITIES**

- The Assistant Cook will conduct daily kitchen operations.
- All or some of the following tasks may be required. Other duties may be assigned.
- Prepare particular food as assigned.
- Ensure accurate food production and food-cooking temperatures maintained as assigned.
- On occasion, transport needed supplies from storage area and other school locations.
- Clean equipment utilized in preparation of meals.
- Serve meals to students and Staff.

The Enterprise School District is an Equal Opportunity Employer



- Use personal initiative to cooperate in performing related duties necessary to the full accomplishment of the District's objectives.
- Understand and maintain school, staff, student and parent confidentiality.
- Perform physical tasks as required.
- Make accurate mathematical calculations when requested.
- Establish and maintain cooperative and effective working relationships with students and staff members.
- Move cooking utensils and food containers weighing 10-50 pounds.
- Operate food preparation equipment such as mixers, warmers, stoves and steamers.
- Work in an environment consisting of high heat and noise levels, requiring continual standing or walking and moderate possibility of personal injury caused by heated appliances, sharp utensils, and wet/uneven surfaces.
- Operate efficiently within necessary time constraints.
- Cook for large groups.
- Follow recipes.
- Operate all equipment safely.
- Maintain and update records, files and accounts as required.
- Perform student supervision as assigned.
- Utilize the chain of command procedure when attempting to resolve problems or when seeking changes.
- Participate in appropriate professional development activities.
- Comply with all Board policies, administrative regulations and District procedures, as well as all state, federal and local laws and regulations.
- Performs other duties as assigned by Supervisor

### **Qualifications:**

1. Be at least 18 years of age.
2. High School Diploma or equivalent. Qualified experience may be substituted.
3. Proven skills in all aspects school commercial kitchen operations
4. Have a good working knowledge of all aspects of food safety and handling procedures.
5. Must have exceptional personal integrity, maturity, collaborative skills and personal interest in working with students, staff, parents and the community.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel objects, tools or controls; and talk and hear. The employee frequently is required to squat, stoop or kneel, reach above the head and reach forward. . The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.



### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level of the environment is moderate to loud. Work is predominately inside and generally provides protection from the weather but not necessarily from temperature changes. Some outside duties are required. Occasionally required to ascend or descend stairs or similar uneven surfaces.

### **Reports To:**

The Food Service Director

### **Terms of Employment:**

Salary and Schedule is determined by administration

### **WORK PLACE EXPECTATIONS**

- Work effectively with and respond to people from diverse cultures or backgrounds
- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- Have regular and punctual attendance
- Confer regularly with immediate supervisor
- Follow all District policies, work procedures, and reasonable requests by proper authority
- Maintain the integrity of confidential information relating to students, staff, or District patrons

### **Salary:**

Competitive compensation depending on qualifications and experience

### **Benefits:**

This is a full time, benefitted position

### **SEND RESUMES TO:**

Enterprise School District  
Attention: Tom Crane  
201 SE Fourth Street,  
Enterprise, OR 97828

Or email: [tcrane@enterprise.k12.or.us](mailto:tcrane@enterprise.k12.or.us)