

Baker School District 5J
TEMPORARY SUMMER COOK POSITIONS
IN DISTRICT
Date Open: May 12, 2021

POSITION INFORMATION

- Baker School District is currently seeking internal candidates for two temporary summer Cook positions:
 - 1 – Head Cook (Cook II)
 - 1 – Assistant Cook (Cook I)
- Work week is Monday through Friday, beginning on Monday, June 14 and ending on Friday, August 20.
- Hours may vary but approximately 8:00 a.m. – 2:00 p.m. per day.
 - Head Cook will range from 4-6 hours per day.
 - Assistant Cook will be 2-6 hours per day.

POSITION OVERVIEW

- Under general direction of the Food Services Director, plans, prepares, cooks, distributes and serves meals in large quantities for consumption by students and staff; maintains required food service and production records; performs other job-related duties as required.

MAJOR DUTIES AND RESPONSIBILITIES

- Follow Covid-19 safety protocols established by the District.
- Prepare and serve meals from a basic menu; maintaining quality and portion control.
- Determines the quantities of each food to be prepared daily according to a planned menu using tested and uniform recipes.
- Compile, order, and store needed supplies.
- Keep records on meals and snacks served, food and beverages, and inventory.
- Assists kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
- Responsible for the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware, and utensils.
- Assists cafeteria personnel in the building and confers with the Food Service Director regarding any personnel problems.
- Reports to the Food Service Director any faulty or inferior quality food which is received.

SKILLS, COMPETENCIES AND REQUIREMENTS

- A proficiency in the preparation of large quantities of food.
- Good human relations with the ability to communicate in a courteous manner.
- A neat appearance.
- Ability to stand for long periods of time.

SALARY

- Classified – Current hourly wage; Step increase to go into effect July 1, 2021.

APPLICATION PROCEDURE

- **In District:** (Current Employee on Contract with the District)
Submit a Letter of Interest to the Personnel Department at the District Office.

DISTRICT POLICY

It is the district's policy to provide veterans and disabled veterans with preference as required by law.

During the application process, a veteran will need to submit the following:

- Copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215).
OR Proof of receiving a non-service connected pension from the US Dept. of Veteran's Affairs.
- Disabled veterans must also submit a copy of their Veterans disability preference letter.

CLOSING DATE

- May 19, 2021 at 4:00 p.m.