

LOPEZ ISLAND SCHOOL DISTRICT NO. 144

86 School Rd

Lopez Island, WA 98261

www.lopezislandschool.org

CLASSIFIED POSITION ANNOUNCEMENT

Lopez Island School District
Substitute Cook/Dishwasher

POSTING: 11/12-09

Announcement Date: August 27, 2018

Applications Due By: Open

Responsible to: Superintendent

Description of Position: This position is for a Substitute Cook/Dishwasher and hours may vary. As Assistant Cook/Dishwasher this person will be under the direct supervision of the Head Cook. The Substitute Cook/Dishwasher will support all activities of the kitchen and the food services department and follows the lead of the Head Cook in performing all phases of food and preparation, serving, and clean-up, as well as maintaining a clean and sanitary kitchen.

Minimum Competencies Required:

- Ability to perform duties as described in the job description.
- Basic math, reading and writing skills.
- Demonstrated positive communication skills, both written and oral, with a variety of audiences of all ages.
- Ability to be a positive role model and supervisor of high school students and adult kitchen workers.
- Ability to work as a member of a team.
- Positive record of good work, attendance and punctuality.
- Current food handler permits and other required certification and/or licensing.
- Demonstrated record of personal safety and ability to promote safety in the work place, including abstinence from the influence from alcohol and other illicit substances, while on the job.
- High School graduation or beyond.
- Ability to lift kitchen related objects and foods, up to approximately 50 pounds.
- Knowledge of all phases of institutional food service, and knowledge & skills specific to school food service desired.
- Ability to be a positive reflection of the school district, and to promote the safety, health, and well-being of its students, staff, and patrons.

Salary: As per PSE hourly salary schedule (step 1).

Application Procedures:

Current employees should submit a letter indicating interest in the position; include the position's title, why you are applying for this position, and how you meet the requirements. Current employees do not need to submit the information listed below.

Applicants must submit the following information to the Human Resources Office:

1. Letter indicating interest
2. Completed district application
3. Complete resume of personal history, education, experience and references

Applicants will be screened and candidates selected for interviews based upon preparation, experience and references.

Please mail your original application packet to:

Renee Koplan, Human Resources Officer
Lopez Island School District #144
86 School Road
Lopez Island, WA 98261
Phone: 360.468.2202 ext. 2300

FAX: 360.468.2212

hr@lopezislandschool.org

<p>Immigration Reform and Control Act Requirement: The recommended applicant, if not a current employee will be required to complete an INS 1-9 form and must provide proof of employment eligibility.</p> <p>Disclosure Statement and Background Check: Pursuant to chapter 43.43, Washington Laws of 1990, the recommended applicant will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in the law In addition, a background check, based on fingerprints and at employee expense, will be requested from the FBI and Washington State Patrol Employment status is contingent on verification o background check clearances.</p> <p>Job Sharing: Pursuant to Chapter 206, laws of 1989, the District will accept applications from individuals wishing to share a position.</p> <p>Nondiscrimination: The Lopez Island School Dist. #144 is an Affirmative Action Equal Opportunity Employer. Lopez Island School District 144 complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, color, national origin, gender, age, sexual orientation including gender expression or identity, marital status, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or the use of trained dog guide or service animal by a person with a disability, or qualified individuals with disabilities. The District provides equal access to the Boy Scouts and other designated youth groups. Applications from all groups are encouraged This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquires regarding compliance and/or grievance procedures may be directed to the Superintendent who is the title IX/RCW 28A.640 Officer, Section 504/ADA coordinator, and RCW 28A.640 and 28AA.642 Coordinator, 86 School Rd., Lopez Island, WA 98261, 360.468.2202.</p>
