Substitute Assistant Cook

**POSTING:** 19/20-47

**Applications Reviewed:** Upon Submission

**Responsible to:** Food Service Manager & Superintendent

**Description of Position:** This position is for a Substitute Assistant Cook in the Lopez Island School District kitchen. Hours and duties vary based on staffing needs. The Substitute will support all activities of the kitchen and the food services department under direction of the Food Services Manager. Duties may include all phases of food preparation, serving, & clean-up, as well as maintaining a clean and sanitary kitchen. Must hold a valid Washington State Food Worker’s card (or be willing to obtain one upon hire).

**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 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. 2303  
FAX: 360.468.2212  
hr@lopezislandschool.org  
www.lopezislandschool.org

**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.

**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 of background check clearances.

**Job Sharing:** Pursuant to Chapter 206, laws of 1989, the District will accept applications from individuals wishing to share a position.

**Nondiscrimination:** The Lopez Island School Dist. #144 is an Affirmative Action Equal Opportunity Employer. The Lopez Island School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Civil Rights Compliance Coordinator, Superintendent Brian Auckland – bauckland@lopezislandschool.org; Title IX Coordinator, Renee Koplan – rkoplan@lopezislandschool.org, Section 504 Academic Case Manager, K-12 Counselor Jeanna Carter – jcarter@lopezislandschool.org, OR contact by phone, 360-468-2202, OR mail to 86 School Rd, Lopez Island, WA 98261.