

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Cook

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED preferred.
2. Ability to work effectively and cooperatively with students and staff.
3. Experience working in food service preferred.
4. Possess basic computer literacy skills
5. Possess Alaska State Food Handler’s Card *(within 30 days of employment)*

ESSENTIAL FUNCTIONS:

1. Plans and prepares breakfast and lunch daily for students and adults.
2. Follows menus, recipes and program standards in meal preparation.
3. Maintains high standards of safety and sanitation in preparing and serving food and in kitchen cleaning and maintenance.
4. Completes daily and monthly meal count and production records.
5. Performs periodic inventory of food supplies, completes orders and verifies incoming orders.
6. Required to participate in in-service and training events.
7. Performs other duties as assigned.

Reports To: Principal and/or Lead Teacher

Salary: \$15.00 per hour or more, DOE

Length of Employment: School year, assigned hours per day *(August - May)*

Kuspuk School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.