

**JOB OPENING - COOK/CASHIER – Contracted Position**

POSITION:	Cook/Cashier (Contracted Position)
LOCATION:	CCE
SCHEDULE:	2.5 hours daily, 5 days per week, 12.5 hours weekly, 186 days per year
EFFECTIVE DATE:	Start of the 2024-2025 School Year
SALARY:	As per Negotiated Agreement

**QUALIFICATIONS**

- A. Capable of performing Job Description Policy GDAKD (*Attached*)
- B. If changing classification, employee shall be placed on the employee’s current step of wage scale.

**Interested parties should submit written bids on form provided, to Tami in the Business Office by 12:00 noon on or before July 10, 2024**

**Letters of interest can be emailed (by 12:00 noon on or before 7/10/2024) to: [tami.hagerty@iclsd.org](mailto:tami.hagerty@iclsd.org) cc: [john.belt@iclsd.org](mailto:john.belt@iclsd.org)**

District schools are dedicated to providing equal admission opportunities, equal educational opportunities, and equal employment opportunities to all regardless of race, color, national origin, sex, handicap, or any other basis of unlawful discrimination.

*Best  
OK*

JULY 12, 2024

PLEASE POST

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(Print Name) \_\_\_\_\_

(Comments) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Signature) X \_\_\_\_\_

(Date) \_\_\_\_\_

**Current Contact Number#** \_\_\_\_\_

**Present Building and Position** \_\_\_\_\_

**Or indicate if Substitute** \_\_\_\_\_

**Job Bid Status:**

\_\_\_\_\_ Awarded Position

\_\_\_\_\_ Not Awarded Position

(Signature) \_\_\_\_\_

(Date) \_\_\_\_\_

(Comments) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Copies to: Dave Moffat, Food Service Director, OAPSE Pres. & Staff (Email), Payroll, Treasurer, Assistant Treasurer,  
Assistant Superintendent

**GDAKD JOB DESCRIPTION-COOK/CASHIER**

The lunchroom cook/cashier is directly responsible to the building principal, Assistant Superintendent, District Treasurer and the building head cook.

In general, the essential duties and responsibilities of the cook/cashier position include, but are not limited to the following:

1. Has complete knowledge of food preparation.
2. Knows proper procedure for sanitizing pots, pans, and utensils.
3. Has complete knowledge of National School Lunch Program requirements.
4. Performs duties as assigned by the head cook.
5. Has knowledge of the operation and maintenance of all kitchen appliances and equipment.
6. Willing to assume responsibilities when the head cook is absent.
7. Reports to head cook when supplies are exhausted.
8. Helps maintain high standards of sanitation and cleanliness.
9. Cooperates with building principal and teachers in maintaining proper conduct by pupils in the lunchroom.
10. Obtains, where feasible, a morning lunch count through the building office with the cooperation of the teachers and principal and reports the results to the head cook.
11. Collects all moneys from the sale of lunches, records number of lunches sold to pupils, adults, and the number receiving free lunches.
12. Counts and wraps all money for direct deposit in local bank. Each day's deposit slip is to be submitted to the cafeteria supervisor, along with a breakdown of the type of lunch (as in #11 above) and a proof of cash form.

Adopted: June 21, 1984

Re-adopted by revision: January 15, 2004

Revised: January 12, 2012; May 19, 2019