

POSITION ANNOUNCEMENT (Cook Assistant & Kitchen Custodian)

CLOSES: OPEN UNTIL FILLED

POSTED: JULY 2025

TERMS OF EMPLOYMENT

Hours: 4 hours/day; 180 school days
Pay: \$21.40- \$23.79 per hour
Benefits: Medical, Dental, Vision, Retirement, Life, AD&D, LTD
Supervisor: Cook and Superintendent
Start Date: 25 August 2025

QUALIFICATIONS:

1. Possesses a high school diploma
2. Demonstrates a desire to work positively with children and with other school team members
3. Ability to perform routine tasks independently with minimal supervision.
4. Physical stamina required for lifting, bending, and prolonged standing.
5. Maintains excellent personal hygiene and cleanliness.
6. Reliability, punctuality, and strong attention to detail.
7. Possesses the ability to understand and apply rules, regulations, policies, and procedures
8. Basic food preparation skills and knowledge of kitchen safety practices.
9. Experience with custodial duties, including cleaning, sanitizing, and basic maintenance tasks.
10. Successfully completes a criminal history and fingerprint check through the Washington State Patrol and FBI

ESSENTIAL JOB FUNCTIONS:

1. Assist in preparing and serving food items according to standardized recipes and portion guidelines.
2. Follow all food safety, sanitation, hygiene, and safety regulations and district procedures.
3. Clean and sanitize work areas, equipment, dishes, utensils, floors, walls, and surfaces in kitchen and cafeteria areas.
4. Set-up/Take-down of cafeteria tables and other equipment.
5. Properly use cleaning solutions, chemicals, and equipment safely and in accordance with safety protocols.
6. Dispose of trash and recycling properly and maintain cleanliness of waste storage areas.
7. Assist with receiving, storing, organizing, and moving food, supplies, furniture, and equipment as needed.
8. Set up and restock serving lines and stations during meal service.
9. Maintain daily records related to food production, temperatures, cleaning tasks, and inventory as assigned.
10. Communicate effectively with kitchen staff, students, and other school personnel.
11. Maintain excellent personal hygiene and follow dress code requirements.
12. Work independently or as part of a team to complete assigned tasks efficiently.
13. Perform minor maintenance and report any damage or repair needs to appropriate personnel.
14. Perform other related duties as assigned.

APPLICATION PROCEDURE:

Application packet may be obtained from the school office. Please contact 509-369-4145 or email Yvette.Schultz@klickitatsd.org
Only application packets that are fully completed will be considered.

Immigration Reform and Control Act Requirement: New employees will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

Disclosure Statement and Background Check: Pursuant to RCW 43.43.830 through RCW 43.43.840, new employees will be required to complete a disclosure form indicating any convictions of crimes against persons as listed in the law. In addition, a background check based on fingerprints will be requested from the Washington State Patrol and the Federal Bureau of Investigation.

Job Sharing: Pursuant to RCW 28A.405.070, the district will accept applications from individuals wishing to share a position.

NOTICE OF NONDISCRIMINATION

Klickitat School District is an Equal Opportunity district in education programs, activities, services, and employment. Klickitat School District does not discriminate 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. We provide equal access to the Boy Scouts of America and other designated youth groups. If you have a physical or mental disability that causes you to need assistance to access school facilities, programs, or services, please notify the school superintendent. This district endeavors to maintain an atmosphere free from discrimination and harassment. Any person who believes he or she has been discriminated against should contact the school superintendent.