



HIGHLAND SCHOOL DISTRICT NO. 203

P.O. BOX 38 – 17000 SUMMITVIEW ROAD
COWICHE, WASHINGTON 98923
(509) 678-8630 FAX (509) 678-4177

Superintendent:
Mindy Schultz
School Board:
David Barnes
Lupita Flores
Kerry Jones
Carlos López
Cindy Reed

August 13, 2025 Highland School District is accepting applications for the following position:

Substitute Food Service Cooks

Duties: Substitute will help set up, serve and clean-up for breakfast and lunch as needed.

Qualifications: The applicant must:

1. Be a high school graduate, or equivalent, with basic skills in reading, writing, math and communications; must enjoy working with people of all ages and be a team player working with the School Nutrition Supervisor, teachers and custodial staff.
2. Have the ability to follow instructions, work independently; must be flexible.
3. Be willing and able to do the specified work in the given time frame.
4. Demonstrate the physical strength to perform lifting tasks associated with position, up to 40 pounds.
5. Be licensed for vehicle operation in Washington State and Yakima County.
6. Represent the district's food service program in a positive manner and convey that positive attitude to students and community members.
7. Hold a health card for food service.
8. Have the ability to learn operation of food service equipment. Must be willing to assist in cleaning cooking equipment, kitchens including sweeping, mopping, emptying garbage containers.
9. Maintain an appearance and personal cleanliness suited to working in close proximity with fellow workers and food service customers. Ability to understand and observe reasonable standards of cleanliness and sanitation in the work and food service areas.
10. Must work well with staff and students, and be accountable for prompt preparation, serving.
11. Must be accurate when it comes to counting meals for students.
12. Food Service experience is not required but is a plus.

Salary & Benefits: Hourly: \$18.32 to \$18.32. This position does not have benefits.

Closing Date: Open until further notice

Qualified Candidates: Application form and information are available through [FastTrack \(wa-k12.net\)](http://FastTrack(wa-k12.net)) or by calling the District Office at (509) 678-8631.

Employment is contingent on passing a pre-employment physical and successful completion of WSP and FBI fingerprint screenings required by 28A.400 RCW

Non-Discrimination Statement

The Highland School District complies with all federal and state rules and regulations and does not discriminate on the basis of any protected class as defined by law. This holds true for all district employment and opportunities. Highland School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age (40 or older), marital status, honorably discharged veteran or military status, sexual orientation, gender expression or identity, non-job related sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or any other legally protected status, condition or characteristic, except where a bona fide qualification disqualifies an individual, and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational and/or extracurricular school activities as well. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator and Compliance Coordinator (RCW 28A.640/28A.642): Brandon Jensen, Tieton Elementary School Principal, 711 Franklin Rd, Tieton, WA 98947, telephone 509-678-8900, e-mail- bjensen@highland.wednet.edu. Section 504/ADA coordinator: Courtney Sund, Director of Special Education, SEL and Inclusionary Practices, 17000 Summitview Rd, Cowiche, WA 98923, telephone 509-678-8772, e-mail- csund@highland.wednet.edu. Harassment, Intimidation, Bullying (HIB) Coordinator: Don Strother, Highland Middle School Principal, 17000 Summitview Rd, Cowiche, WA 98923, telephone 509-678-8870, email- dstrother@highland.wednet.edu. The Highland School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact Kirsten Lenz, Highland School District Language Liaison.