

WILSON CREEK SCHOOL DISTRICT No. 167-202

LAURA CHRISTIAN, SUPERINTENDENT
ANNA THOMAS, DEAN OF STUDENTS
KELLIE RIBAIL, BUSINESS MANAGER

PO BOX 46 | 400 NAVAR STREET
WILSON CREEK, WA 98860
PHONE (509) 345-2541
FAX (509) 345-2288

JOB OPENING: Food Service Manager/Head Cook

OPENS: April 2, 2025

CLOSES: Open Until Filled

JOB DESCRIPTION:

Food Service Manager/Head Cook

8-Hours per day/152 days (4) days a week, Monday – Thursday

\$17.00-25.26 DOE per hour/\$3,000 stipend for FS Manager

DESCRIPTION: The Nutrition Services Director is responsible for overseeing the daily operations of the food service program at Wilson Creek School District K-12. This role ensures the nutritional needs of students, staff, and visitors are met, while adhering to USDA child nutrition program guidelines. The Nutrition Services Manager will manage food preparation, staff, inventory, production records and budget, and will work closely with school administration and staff to maintain a safe, clean, and efficient kitchen environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Supervise, and mentor, kitchen staff to ensure efficient operations and high standards of service. Provide coaching and counseling as necessary to maintain a positive and productive team. Provide ongoing training to staff, including sanitation protocols and food safety practices. May participate in interviewing and providing input on the hiring of kitchen staff. May provide input to administration for evaluation of kitchen staff. Maintain food and labor expenses within the allocated budget. Oversee the purchasing, receiving, and inventory control of food and supplies to maintain optimal product levels. Ensure meal service meets USDA and school nutrition program requirements, including serving appropriate and nutritious meals. Ensure that all food is prepared to meet quality standards, following standardized recipes and sanitation procedures. Conduct daily inspections of kitchen areas to ensure compliance with health and safety standards. Plan and implement improvements to kitchen operations to enhance efficiency and service quality. Regularly engage with students, teachers, and parents to solicit feedback on the food service program. Address and resolve any concerns or issues promptly and professionally. Maintain open communication with the administration, school staff, and kitchen team to ensure smooth operations. Oversee sanitation training and ensure kitchen staff adhere to all hygiene and food safety regulations. Ensure compliance with local health department guidelines, achieving high health inspection scores (90+). Maintain a clean and organized kitchen environment at all times, including equipment upkeep and facility cleanliness. Prepare regular management reports, including production records, inventory reports, and budget tracking. Ensure that all records are kept up to date and in compliance with state and federal regulations. Other duties as assigned.

QUALIFICATIONS:

- High School graduate or equivalent preferred

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- Must hold/obtain a valid/current food handler's permit as well as Grant County Serve Safe .
- 3-year food service experience preferred.
- Ability to relate well to students and staff.
- Ability to maintain accurate records/reports.
- Requires physical ability to manually move, lift, carry, pull or push heavy objects or materials and ability to lift 50 pounds.
- Must work in and around fumes and odors.
- Requires standing, stooping, bending, lifting, turning, and reaching.
- Must maintain a high standard of personal hygiene.
- Attendance and punctuality are important functions of this position.

BENEFITS: Please visit our website at www.wilsoncreek.org to find benefit details. Benefit details are located via the following path on the Wilson Creek School District website. (District >HR>Benefits.) Link: https://www.wilsoncreek.org/?page_id=13146

APPLICATION: Please submit the following:

- Letter of interest
- Completed application packet (available on our website at www.wilsoncreek.org)
- At least two (2) references qualified to assess your past work history

Inquiries may be directed to 509-345-2541 or email jobs@wilsoncreek.org

Please submit all application materials to:

Wilson Creek School District

PO Box 46

400 Navar Street

Wilson Creek, WA 98860