

## Cook's Assistant

OPENS: 05/12/2025

Hours: 9:00 am to 3:30 pm

CLOSES: Open until filled

**Position Details:** The position of Cook's Assistant at Wilson Creek School District is currently open. The district is looking for a positive and enthusiastic individual that will demonstrate professional behavior and promotes positive relationships with students, parents, staff, and others to build customer support for school food service programs. The Assistant Cook is responsible for the on-site production, service, and cleanup of the breakfast/lunch meal. The Assistant Cook will maintain a clean, safe work environment by following Hazard Analysis Critical Control Points (HACCP) and other sanitation principles in food handling and equipment use. The Assistant Cook will practice proper food preparation, food holding and display/marketing techniques that assure high quality food products and customer satisfaction. The Assistant Cook will follow procedures to control food waste, control costs, and comply with federal guidelines. The Assistant Cook will promote healthful eating for students and demonstrate a positive school food service image. **Applicants must hold an active Washington State Food Handlers Permit and a valid driver's license.**

Wilson Creek is a small school district located approximately 30 miles north of Moses Lake, and 20 miles east of Ephrata. We are a small school district with an enrollment of 120 students, preschool through 12<sup>th</sup> grade. Set within a rural farming community, students come from within a 25-mile radius to attend our school. With nearly 60% choice students, our school feels very much like a private school. We routinely receive annual awards such as School of Distinction and Achievement for Academic Excellence, and are proud of decades of a 100% graduation rate. Wilson Creek provides teachers the opportunity to (1) work with small class sizes (18 or less), (2) provide individualized/targeted instruction to students, and (3) work collaboratively with a caring and welcoming student-focused, professional staff.

Reports To: Principal/Superintendent

Duties and Responsibility:

- Expectations/ Requirements:

1. Prepares and serves school lunches in accordance with U.S.D.A., State of Washington, and Wilson Creek School District Standards
2. Checks food received for quality and quantity
3. Stores foods, properly maintaining neat and orderly storeroom and refrigeration areas
4. Prepares and serves meals
5. Records meals served
6. Cleans and secures the kitchen
7. Coordinates daily kitchen activities as a team member
8. Must be willing to work the hours assigned by supervisor
9. Performs other duties as assigned by supervisor, working shifts as required
10. Assists in meal preparation as requested by the cook
11. Must be able to perform the essential functions of the job with or without reasonable accommodation
12. Ability to work independently with minimal supervision

Knowledge, Skills and Abilities/Essential Functions:

1. Coordinates daily kitchen activities as a team member
2. Prepares and serves school lunches in accordance with U.S.D.A., State of Washington, and Wilson Creek School District Standards
3. Writes orders for meats, groceries, produce, milk, and bread, using provided menu planning guide for weights, measures, and portion requirements
4. Checks food received for quality and quantity
5. Stores foods, properly maintaining neat and orderly storeroom and refrigeration areas
6. Plans daily production, using estimated and actual record forms provided
7. Cleans and secures the kitchen

# WILSON CREEK SCHOOL DISTRICT

PO BOX 46  
WILSON CREEK, WA 98860

TELEPHONE (509) 345-2541  
FAX (509) 345-228

## Cook's Assistant

OPENS: 05/12/2025

Hours: 9:00 am to 3:30 pm

CLOSES: Open until filled

### Assistant Cook Requirements:

1. Demonstrated cooking, baking and pantry skills
2. Demonstrated ability to operate kitchen tools and machinery
3. Ability to bend and lift on a continual basis
4. Ability to lift up to 50 pounds, carry 50 pounds, and push/pull 50 pounds
5. Ability to direct and supervise students in basic food preparation and service
6. Ability to maintain facilities to district requirements
7. Maintains good hygiene and personal appearance befitting a sanitary kitchen operator
8. Attend OSPI trainings as required

### Additional Job Functions:

- Performs other related work as required.
- Possibility of Director Duties

Salary: Current Salary \$16.89-\$22.85 D.O.E Monday through Thursday.

Benefits: Please visit our website at [www.wilsoncreek.org](http://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.) [https://www.wilsoncreek.org/?page\\_id=13146](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](http://www.wilsoncreek.org))
- At least three (3) references qualified to assess your past work history

Inquiries may be directed to 509-345-2541 or email [jobs@wilsoncreek.org](mailto:jobs@wilsoncreek.org)

Please submit all application materials to:

**Wilson Creek School District**  
**PO Box 46**  
**400 Navar Street**  
**Wilson Creek, WA 98860**

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees to this job. Wilson Creek School District – An Equal Opportunity Employer

The Wilson Creek School District does not discriminate in any programs or activities 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 and provides equal access to the Boy Scouts and other designated youth groups. The Civil Rights Compliance Coordinator is available to handle questions and complaints of alleged discrimination. If you have questions and/or concerns please call Laura Christian (Civil Rights Compliance Coordinator) [lchristian@wilsoncreek.org](mailto:lchristian@wilsoncreek.org) or Laura Christian (504/ADA Coordinator) [lchristian@wilsoncreek.org](mailto:lchristian@wilsoncreek.org) or Loni Kozial (Title IX) [athletics@wilsoncreek.org](mailto:athletics@wilsoncreek.org) at Wilson Creek School District PO Box 46, Wilson Creek, WA 98860, phone 509-345-2541.

El Distrito Escolar de Wilson Creek no discrimina en sus programas o actividades por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano de guerra o grado militar, orientación sexual, expresión de género o identidad, discapacidad o uso de perro guía entrenado o animal de servicio, y ofrece igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes especificados. El empleado mencionado a continuación ha sido designado para atender consultas y quejas de supuesta discriminación: Laura Christian, La directora, [lchristian@wilsoncreek.org](mailto:lchristian@wilsoncreek.org) o Laura Christian [lchristian@wilsoncreek.org](mailto:lchristian@wilsoncreek.org) o Loni Kozial [athletic@wilsoncreek.org](mailto:athletic@wilsoncreek.org) or PO Box 46, Wilson Creek, WA 98860, telephone 509-345-2541.