



290 First Street  
P.O. Box 100  
Gervais, Oregon 97026-0100  
Phone: (503) 792-3801  
FAX: (503) 792-3809  
www.gervais.k12.or.us

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## Vacancy Announcement Please Post May 31, 2016

### POSITIONS:

- Head Cook

### TERMS OF EMPLOYMENT / SALARY:

- 180 days per school year at 7 hours per day
- \$13.77 - \$15.23 Depending on experience and pending negotiations

### STARTING DATE:

- August 29, 2016

### MINIMUM QUALIFICATIONS:

- Current Food Handler's Card is required;
- ServSafe Certification required;
- High school diploma or equivalent;
- Culinary certificate or equivalent is desirable;
- Progressive, lead-level experience in production facility with multiple-food formats and/or base production facility with satellite food operations;
- Proven ability to work cooperatively with administration, staff, and students;
- Proven ability to lead and direct others in absence of manager/supervisor;
- Receive, transmit, and carryout written and oral instructions given in English;
- Add, subtract, and multiply accurately;
- Oversee accounting and deposits of cash receipts according to district policy;
- Adaptable, creative, and flexible in dealing with changes in routine;
- Neat and clean in appearance;
- Prior experience with quantity cooking and baking procedures;
- Willingness to work at any location assigned;
- Familiarity with basic First Aid procedures;
- Have a First Aid card, as requested by supervisor;
- Seek solutions to problems;
- Familiarity with operation and maintenance of commercial food preparation equipment; and
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

### PERFORMANCE RESPONSIBILITIES:

- See Job Description in Application packet

### HOW TO APPLY:

- Submit a Gervais School District Classified Application with the following:
- A letter of interest addressing your strengths relative to the position;
- A current professional resume; and
- 3 current letters of recommendation.

Sent to: Gervais School District #1, Openings - P.O. Box 100 - Gervais, OR 97026-0100 (503) 792-3801

**All items listed must be received by application deadline in order to be considered for this position.**

**APPLICATION DEADLINE:**

Applications will be accepted until **4:00 p.m. on Monday, June 13, 2016** at the District Office.

**HIRING TIMELINES:**

- |                          |                            |                           |  |
|--------------------------|----------------------------|---------------------------|--|
| ▪ Advertise opening:     | 05/31/2016                 | ▪ Interviews:             | 06/15-06/17/2016                                   |
| ▪ Applications due:      | 06/13/2016 or until filled | ▪ Board Approval:         | 07/21/2016   |
| ▪ Applications screened: | 06/14/2016                 | ▪ Position to be offered: | 06/20/2016<br>(conditional pending board approval) |

*Gervais School District is an equal opportunity educator and employer.*

*Persons having questions about or requests for special needs and accommodation should contact the Director of Special Programs at the Gervais School District Office, 290 First Street, Gervais, OR 97026, Phone (503) 792-3801. Contact should be made 48 hours in advance of the event.*

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