



LONG CREEK SCHOOL DISTRICT # 17

375 E. Main Street – P.O. Box 429

Phone: 541-508-9164

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Joan Walczyk
Superintendent

Marsiellette Watson
School Board Chair

Date: March 5, 2025

Long Creek School District #17 of Long Creek, Oregon is seeking a qualified and experienced Food Service Manager/Head Cook for the remainder of the 2024-2025 academic year. The salary is \$18.90 an hour. The position is open until filled. Long Creek School is an equal-opportunity employer.

For more information on the position, or how to apply, contact Jennifer Garinger:

- Phone 541-508-9164.
- Email: garingerj@grantesd.k12.or.us
- Fax: 541-421-3012

HEAD COOK ESSENTIAL SKILLS

- Performs daily nutrition services activities including food preparation, food packaging, serving, clean up, and record keeping
- Ensures the proficient and timely preparation and serving of daily meals,
- Develops menus to meet nutrition and portion control standards and USDA requirements.
- Practices basic principles of food cost management
- Responsible for the operation, care, and cleaning of kitchen equipment and refrigeration units.
- Maintains kitchen and serving area in a clean, safe, and sanitary condition.
- Prepares, holds, and stores food using safe and sanitary food handling procedures.
- Purchases food and cafeteria supplies efficiently and with financial prudence, • Establishes and controls food, Labor, supplies, and equipment costs to maintain a financially successful food services operation, • Checks, stores, and cares for food and supplies.
- Maintains necessary production records and meal accounting records.
- Assures accurate accounting of packing slips and invoices.
- Maintains accurate inventories and rotates inventory to ensure quality products. Dates inventory when received and when opened or prepared,
- Establishes, monitors, and enforces sanitation standards,
- Reports equipment and facilities needing repair,
- Provides a working environment that encourages teamwork and communication.
- Ensures compliance with all District, State and Federal regulations, laws and policies.