VERNONIA SCHOOL DISTRICT 47J
1201 Texas Avenue
Vernonia OR 97064

POSITION OPENING
ASSISTANT COOKS

Date: Nov. 1, 2026
Closing Date: Nov. 10, 2026

POSITION STATUS: Two full time positions. One position is 8 hours/day the other is 7 hours/day with a 181-day annual contract. Rate of pay is per the OSEA Contract Bargaining Agreement. Position reports to the Food Service Supervisor.

MINIMUM QUALIFICATION:

- High School Diploma
- Valid Food Handlers Card
- Paid or volunteer experience in serving and preparation of large quantities of food is preferred.
- Ability to skillfully assist in food preparation
- Work rapidly and with frequent interruptions
- Count, add, subtract and tally numbers
- Ability to understand and carry out simple oral and written instructions and to maintain and establish effect and collaborative relationships with supervisors and other staff, students, families and the public.
- Ability to follow district policies and procedures
- Ability to perform essential functions with a minimum of supervision.

JOB RESPONSIBILITIES:

Performs a variety of manual tasks in the preparation and serving of food.

- Cleans kitchen equipment and areas
- Completed related tasks as required
- Assists in preparing and heating foods
- Arrange food and trays for serving
- Serve food in serving lines.
- Assists when needed and operating the food service point-of-sale system.
- Operate commercial kitchen equipment and appliances, including dishwasher in a safe manner
- Participate in maintenance of properly sanitary conditions, including cleaning utensils, dishes, equipment, and facilities and proper storage of food.
- Maintain kitchen and serving area in clean, orderly fashion.
- Assist student workers as needed.
- In the absence of the head cook, may assume responsibilities of that position.
- Maintain reliable attendance and punctuality to ensure consistent service delivery and effective kitchen operations.
- Understand and follow oral and written instructions from supervisor.
- Perform other related duties and assume other responsibilities as needed and directed by supervisor.
- Other duties as assigned.

WORKING CONDITIONS: Work occurs in kitchen environments including preparation areas, serving lines, storage areas, and receiving docks. Requires the ability to remain safe and professional in a fast-pace, high-temperature commercial kitchen environment. Must be able to multitask, follow directions, and adapt to

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changing meal service needs. Work involves close proximity to hot surfaces, sharp equipment, and industrial food service machinery. May be exposed to extreme temperatures, wet or slippery surfaces, cleaning chemicals, and common food allergens. Physical activities include standing, walking, sitting, twisting, bending, kneeling, crouching, reaching, and pushing or pulling, occasionally lifting up to 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds

APPLICATION PROCEDURE:

Submit the following:

- Completed application
- Letter of interest
- Resume
- Letter of recommendation

Current VSD Employees: Submit letter of interest and resume only

All materials are to be submitted by the closing date to:

Vernonia School District 47J
Attn: Barb Carr (bcarr@vernoniak12.org)
1201 Texas Avenue, Vernonia, OR 97064
Phone (503) 429-5891 Fax (503) 429-7742 www.vernoniak12.org

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