



# GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820  
Phone: (541) 575-1280 • Fax: (541) 575-3614

## POSITION OPENING

---

### GUHS Head Cook

---

**GRANT SCHOOL DISTRICT NO. 3, JOHN DAY, IS SEEKING APPLICANTS FOR THE POSITION OF A GUHS HEAD COOK**

**QUALIFICATIONS:**

- Experience in supervision of staff
- Possess strong positive communication, customer service and leadership skills
- Ability to organize, prioritize and support
- Understanding and ability to maintain strict confidentiality
- Proficient in Excel and Word and ability to utilize general office equipment in an efficient manner
- Holds a current First Aid/CPR card or willing to obtain by hire date
- Holds a current valid food handler's license
- Plan cost effective menus that maintain nutritional integrity and meet all guidelines
- Maintain inventory of supplies and equipment
- Ensure CNP compliance with all State, Local, Federal laws, regulations and policies
- Attend required trainings in district and In-Service (District/ODE)

**A COMPLETED APPLICATION FILE WILL INCLUDE:**

- Completed District Application form
- Copy of Current First Aid Card or intent to obtain
- Resume
- (3) supportive letters of reference

**Send Application Materials to:**

Grant School District No 3

Jana Young, Human Resource

401 N Canyon City Blvd

Canyon City, OR 97820

Phone: 541-575-1280

Email contact: [youngj@grantesd.org](mailto:youngj@grantesd.org)

**APPLICATION DEADLINE: Open until filled**

**COMPENSATION:** Salary range for 2024-25 school year \$41,899 to \$48,257 with excellent benefit package

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact ADA Compliance Officer at 541-575-0423 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon Telecommunication Relay Service at 1-800-735-2900. We encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We hire and promote without regard to race, color, gender, national origin, religion, or age, unrelated to job performance. Fingerprinting and criminal record checks are required by the Oregon Department of Education (ORS 584-36-062).