

# Kansas School for the Deaf

TO ENSURE THAT ALL STUDENTS WE SERVE ACHIEVE THEIR FULL POTENTIAL IN A LANGUAGE-RICH ENVIRONMENT



## \*\*\*\* JOB OPENING ANNOUNCEMENT \*\*\*\*

- POSITION TITLE:** Cook
- SALARY:** Up to \$17.50 an hour, dependent on experience; Excellent benefits.
- EMPLOYMENT DATE:** Open Until Filled
- SCHEDULE:** 6:30 am - 3:00 pm; Monday - Friday when school is in session; this position may require attendance at special events outside of normal working hours, including weekends

### **JOB DESCRIPTION:** (Detailed Position Description provided upon request)

This position performs kitchen-based job assignments based on regularly scheduled student meal times, which may include but are not limited to cooking, baking, meal preparation, menu preparation, cleaning, as well as receiving deliveries and handling inventory.

### **Essential Job Functions:**

- Prepares, cooks, and bakes items per the planned menu.
- Fully follows multi-step recipes, including any applicable special dietary food. Ensures meals are cooked and prepared according to the relevant recipe, including, but not limited to, ensuring the availability of appropriate serving sizes and individual meal counts for each meal.
- Ensures that meals are prepped and ready for consumption based on the scheduled meal time.
- Operates institutional cooking, baking, and prep equipment, including but not limited to ovens, toasters, mixers, steam cookers, food choppers, etc.
- Ensures that all safety procedures are followed.
- Cleans all appropriate kitchen equipment.
- Rotates inventories on a scheduled basis.
- Transports bulk items to work areas for preparation.
- Assists in receiving deliveries of food and/or beverage products.
- All other duties as assigned.



**Attend all required meetings; use appropriate communication skills.**

**MINIMUM REQUIREMENTS:** High school diploma or G.E.D. Training in safety practices, sanitation, and the operation of dishwashing equipment. Represent KSD professionally and appropriately at all times. Establish and maintain effective and harmonious working relationships. Preferred: One year experience in institutional cooking and/or baking and previous training in cooking techniques.

Willingness to learn to communicate in basic ASL (ASL and English skills will be assessed); ability to read and understand written, oral, and/or signed directives. Use American Sign Language (ASL) and English in appropriate modes; ASL and English skills will be assessed. Skill and knowledge of food preparation, health and safety standards, equipment operation, and general handling and receiving of food storage items.

**SPECIAL REQUIREMENTS:** All offers of employment from Kansas School for the Deaf (KSD) are contingent upon background check results and any applicable workplace references. Background checks are conducted through the Kansas Bureau of Investigation, Backgrounds Plus, the Kansas Department of Children and Families, and the Dru Sjodin National Sexual Offender Registry. KSD may contact previous employers for workplace references. Within 30 days of employment, a tuberculosis test (and any applicable treatment) must be completed by a medical provider at the employee's expense, along with a health certificate.

**APPLICATION:** Open Until Filled. For consideration, please email Human Resources to request an application. Copies of all applicable licenses, certifications, and transcripts will be required.

**CONTACT: Human Resources**  
**Voice: 913-210-8114**  
**Videophone: 913-324-5850**  
**E-Mail: [hr@kssdb.org](mailto:hr@kssdb.org)**

**TOBACCO-FREE CAMPUS**  
**KSD AND KSSB EMBRACE DIVERSITY**  
**UPDATED 03/21/2025**

