

# Knappa School District #4

41535 Old Hwy 30

Astoria, Or. 97103

503-458-5993

William Fritz Ph.D., Superintendent

June 21, 2022

The Knappa School District is seeking to fill one up to 6 hours per day Cook/Bus Aide position at Hilda Lahti Elementary.

**Title:** Cook/Bus Aide 6 hours per day.

**Qualifications:** High School Diploma or equivalent  
Valid Oregon Food Handlers Card  
Valid First Aid Card

**Supervises:** Students

**Reports to:** Principal and Kitchen Manger

**Job Summary:** Position directs the work student assistants in serving nutritious meals for students and staff. Maintains strict standards regarding cleanliness, sanitation, proper equipment usage and storage, food storage, handling and preparation. Ensures proper daily clean-up of kitchen and cafeteria areas, equipment, dishes and utensils. Works with Food Service Specialist in preparing menu selections and maintaining necessary food inventory and supplemental items for meal preparation. Demonstrated ability to stand for several hours during the work day, personally lift up to 50Lbs and ability to complete a general fit physical.

## Responsibilities:

1. Maintain confidentiality in all phases of work.
2. Assist in food preparation, serving, clean-up and dish washing.
3. Checks, stores and cares for supplies.
4. Assists with ordering of food and supplies.
5. May sell ala carte and snack bar items.
6. May transport food to other school.
7. Maintains clean and neat personal appearance.
8. Wears clothes and shoes that will protect from personal injury.
9. Ability to work independently without direct supervision.
10. Maintains confidentiality in all phases of work.
11. Other duties as assigned.

**Evaluation:** As determined by contract, district policy and regulations.

**Applicants:** Please submit an application to the Knappa School District. For further information, contact Diane Barendse at the District Office 458-5993 ext. 303, Monday through Friday 8:30 a.m. to 4:00 p.m.