



POSITION OPENING

ELEMENTARY KITCHEN LEAD

The Kitchen Lead engages in the heating of food served in a school cafeteria. The Kitchen Lead will be responsible for handling and serving breakfasts and lunches. Duties include cashiering. A uniform is required.

ESSENTIAL FUNCTIONS

1. Order food, supplies and check all invoices for accuracy.
2. Determine quantities and heat food according to district specifications.
3. Maintain healthy, sanitary working conditions. Participate in the cleaning of the kitchen and equipment.
4. Ensure that all monies are handled in a business-like manner and sent to the bank of the Nutrition Service Office.
5. Maintain accurate records pertaining to the lunch program.
6. Inventory food, supplies and equipment.
7. Train, direct, and schedule helpers and student cafeteria workers.
8. May assist in serving and in the collection of money or tickets.
9. Direct the storage and utilization of leftover ingredients and products.
10. Maintain regular attendance; adhere to board policy and the mutually bargained leave and attendance terms as stated in the collective bargaining agreement.
11. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. One year food service experience.
2. Must be willing and able to move 30-40 lbs.
3. Food Handler's permit.
4. Ability to work within a schedule and to work effectively under pressure.
5. Understand and carry out written and oral instructions.
6. Demonstrated aptitude, experience and interest in the work to be performed.
7. Knowledge of general food and preparation methods.
8. Ability to maintain effective working relationships with students, staff and public.
9. Ability to work independently with minimal supervision.
10. Ability and/or experience to perform all the above responsibilities.

EMPLOYMENT INFORMATION

Benefits: Consistent with the AFT Agreement.

APPLICATION

Interested candidates should apply online at www.renton.wednet.edu/onlineapp. **All candidates should apply specifically for individual positions to ensure consideration for each opening in which you are interested.**

Out of district applicants

In addition to the online application, out of district applicants are required to submit the following:

- 1) Appropriate insert located within the "insert" tab in the online application (classified insert f).

- 2) A current resume containing a summary of education and work experience.
- 3) At least two current letters of recommendation from employers and/or volunteer work.

In-district applicants

In-district applicants should click on “district employee” within the online system and apply specifically for positions available. In addition, in-district applicants are required to submit the following:

- 1) Appropriate insert located within the “insert” tab in the online application (classified insert f).
- 2) A current resume containing a summary of education and work experience.
- 3) At least two current letters of recommendation from employers and/or volunteer work.

Our mailing address for supplemental application materials is the Renton School District Human Resources Dept., 300 SW 7th Street, Renton, WA 98057. Please call 425-204-2350 if you need assistance. For further information about the Renton School District, please visit our website at www.renton.wednet.edu.

Applicants selected for hire will be required to provide a social security card for payroll purposes prior to beginning employment.

Verification of identity and United States work authorization must be completed before employment commences. Successful Washington State Patrol check and FBI fingerprint report, in accordance with state law, is required for continued employment.

The Renton School District No. 403 provides equal opportunities in education and employment and does not discriminate on the basis of race, honorably-discharged veteran or military status, religion, sexual orientation, color, national origin, sex, age, marital status, or disability. For specific information contact ADA coordinator Rob Macgregor, Assistant Superintendent Instruction: Learning and Teaching (425) 204-2318, or Title IX coordinator, Paul Apostle, Assistant Superintendent, Human Resources (425) 204-2370.

For information regarding other job openings in the Renton School District, please **visit our website at www.rentonschools.us** or email us at Human.Resources@RentonSchools.us.