

**CARSON CITY SCHOOL DISTRICT
JOB INFORMATION**

EMPLOYMENT OPPORTUNITY FOR ALL INTERESTED PERSONS

POSITION: **Cook/Baker - Carson High School**

March 11, 2010

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

Under general supervision, performs skilled, large quantity cooking and baking in the preparation of main dishes, vegetables, sauces, gravies, breads, desserts and other items. Serves food to students and staff and maintains kitchen and serving areas in a clean and orderly manner. Performs related work as required. A complete job description is available in the Human Resources Department.

EXAMPLES OF
DUTIES:

Essential: Bakes, measures, weighs and mixes ingredients; increases and breaks down recipes to produce specified quantity of food; observes and tests products being baked and adjusts oven temperatures; checks foods for taste and appearance; prepares hot and cold food items; serves on serving line; maintains kitchen sanitation; cleans and stores cafeteria equipment and food supplies; operates a variety of utensils and equipment; keeps accurate records of quantities used and ingredients needed in accordance with menus; modifies menus to ensure that foods served are economical and nutritionally balanced; assists and instructs helpers or new personnel in methods and procedures of tasks assigned and performs related work as required. Computer experience preferred.

QUALIFICATIONS:

Knowledge of: Principles and methods of quantity food preparation, serving and storage; care and use of standard cafeteria appliances and utensils, sanitation and safety procedures related to cafeterias; techniques of baking and front burner cooking; basic math and weights and measures; basic nutritional standards; appropriate safety precautions and procedures.

Skill in: Baking or cooking a variety of appetizing foods; preparing an entrée for a large number of customers; serving efficiently, observing sanitation standards; maintaining standards of nutrition and food quality; understanding and carrying out oral and written instructions; establishing and maintaining effective relationships with those contacted in the course of work.

PHYSICAL
DEMANDS:

Strength: Medium Work - Lifting, carrying, pushing or pulling 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds. Incumbents are required to be on their feet while performing the essential functions of the job. **Must be able to pass the Pre-employment Drug Screen Test. Pre-employment physical exam, district-sponsored.**

EDUCATION and
EXPERIENCE:

1. Graduation from high school or the equivalent.
2. Must provide proof that he or she is free from tuberculosis and must be in good health.
3. Any combination of training, education and experience which demonstrates an ability to perform the duties of the position.

LICENSE:

Original Social Security Card and valid driver's license or identification card required.

SALARY:

Grade 17. Range begins with Step 1 = \$11.90 per hour, 5.0 hours per day, 184 days per year, with benefits according to the classified negotiated agreement. A new classified employee may receive up to a maximum of five (5) years of previous outside work experience. The prior position must be similar in nature and written verification of employment from the previous employer must be submitted to Human Resources upon employment. Per Administrative Regulation No. 311.1

APPLICATION
PERIOD:

Applications will be accepted through March 24, 2010, until 4:00 p.m.

PLEASE POST

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PLEASE POST

APPLICATION: An interested employee currently on benefits on the grade for the position, or above, is to submit an Employee Transfer Request, (a copy of which is printed on this announcement) and is to have on file a current application form. Requests for transfer will be considered first; however, a request for transfer does not guarantee that a transfer will be granted. If no transfer is approved, all application materials will be reviewed to determine those who possess the most appropriate qualifications.

Current benefited employees, not presently on the grade for the position, and CCSD part time temporary employees are requested to submit a new application form. A transfer request form is **not** accepted from these employees. Outside applicants are requested to submit a new application form.

INTERVIEW and EXAMINATION: Those applicants selected for interview will be notified of the schedule. The successful applicants will be determined by the evaluation of education, successful experience, recent training, a written examination and an interview.

REASONABLE ACCOMMODATION: The Human Resources Department will make efforts to provide reasonable accommodations to disabled candidates in the employment process. If you have special needs, please notify the Human Resources Department at the time you turn in your application or at least three (3) days prior to an interview by calling (775) 283-2130.

ADDRESS AND QUESTIONS: Application materials and any questions are to be directed to:
Human Resources Department
1402 West King Street (P.O. Box 603)
Carson City, NV 89702 Phone: (775) 283-2130

This is a new position. CCSD is an affirmative action, equal employment opportunity institution and does not discriminate on the basis of age, sex, sexual orientation, creed, color, race, ethnic origin, disability or veteran status in its programs or employment.

**CARSON CITY SCHOOL DISTRICT
EMPLOYEE TRANSFER REQUEST**

Employee Name (Last, First, M/I)

Current Position Title & Grade

Work Phone

Home Phone

Current Work Location

Hire Date

TRANSFER IS REQUESTED TO:

Position Title and Grade

Location

Employee's Signature

Date of request

Copy Distribution: Original - Human Resources; Copy - Employee

PLEASE POST

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