

TOPPENISH SCHOOL DISTRICT

August 11, 2025

JOB ID# 747

POSITION ANNOUNCEMENT

FOOD SERVICE DEPARTMENT

SUBSTITUTE COOK

DAILY ASSIGNED HOURS: 2-7 HOURS
TIME OF WORK VARIES – TEMPORARY POSITION
AS NEEDED SUBSTITUTES

QUALIFICATIONS:

- High School Diploma or GED.
- Valid Food and Beverage Service Workers Permit.
- Valid Washington State Driver's License required.
- Previous school district cook experience preferred.
- SNA membership preferred.
- WSNA Certified Level 1 preferred.
- Must be able to understand and apply accurate food measuring procedures or be willing to learn.
- Ability to read and comprehend procedures and operational instructions.
- Must be productive, efficient (able to work at a fast pace), dependable, and able to meet timelines.
- Basic computer knowledge required
- Must have the ability to communicate effectively in English, both verbally and in writing, at basic level to follow instructions, complete required documentation, and ensure staff/student safety.
- Minimum of one-year experience using Point of Sale system preferred.
- Must be able to lift 10-15 pounds frequently.
- Must be able to lift 50 pounds frequently.
- Ability to work cooperatively and communicate effectively as part of a team.
- Possess skills necessary to build rapport with students and staff from diverse cultural, social and economic backgrounds.
- Working home or cell phone.

APPLICATION PROCEDURE

Interested candidates need to complete an external application through Frontline Recruiting & Hiring
<https://www.applitrack.com/toppenish/onlineapp/>

RCW 49.58.110 REQUIREMENTS

Salary Range: \$19.90 - \$23.65 (Depending on Certification and Experience)

Benefits Included: N/A

Nondiscrimination Statement: Toppenish School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Section 504/ADA Coordinator
Sandra Birley, Special Education Director
306 Bolin Drive: Toppenish, WA 98948
509-865-4455
sbirley@toppenish.wednet.edu

Title IX Coordinator
Daniel Sanchez, Athletic Director
141 Ward Road: Toppenish, WA 98948
509-865-3370
dsanchez@toppenish.wednet.edu

Civil Rights Compliance Coordinator
Calisa Castillo, Human Resources Director
306 Bolin Drive: Toppenish, WA 98948
509-865-4455
ccastillo@toppenish.wednet.edu

Toppenish School District Board Policies and Procedures regarding Sexual Harassment, Nondiscrimination and Affirmative Action, and Prohibition of H.I.B. can be found at on our District website: <https://www.toppenish.wednet.edu/Page/4341>

If you believe you or a student have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at work, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your supervisor or with the school district's 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns. To file a complaint, please access this website: <https://www.toppenish.wednet.edu/Page/4341>