



THE SCRANTON SCHOOL for Deaf & Hard of Hearing Children

POSITION TITLE: Cook/ Kitchen Aide (6:00 AM – 2:30 PM M-TH, 6:00 AM – 2:00 PM F)

REPORTS TO: Food Service Manager

LOCATION: Scranton School for Deaf and Hard of Hearing Children
537 Venard Road, Clarks Summit, PA 18411

POSITION OPENING: ASAP

JOB DESCRIPTION:

This is a non-exempt 10 month, 187-day position. Responsibilities include adhering to health and safety policies and USDA Federal dietary guidelines for school nutrition. USDA portion control, National School Lunch Program, and other policies as required. Prepare and maintain lunch as needed, maintains work habits that are safe in terms of preparation and handling of foods and assuring sanitation of equipment and facilities and organize and clean kitchen on a daily basis. Receive and rotate food inventory, log daily temperatures, work additional events that are not affiliated with SSDHHC student program. Strives for good positive relations with students, co-workers, supervisors, and community. Ability to read recipes when necessary and calculate amount needed for varying numbers for students and staff, has interest in children's nutritional needs, possesses organizational and basic computer skills, attends workshops and/or training in related areas whenever possible, assists with fire drills and emergency procedures, assists housekeeping and maintenance departments as needed.

MINIMUM QUALIFICATIONS: High School diploma with experience in food service.

SIGNING REQUIREMENTS:

The Sign Language Proficiency Interview for the position is "Survival." The minimum level accepted at hire is "No Functional Skills."

CLEARANCES REQUIRED: PA Criminal Background, PA Child Abuse, and FBI Clearance required.

APPLICATION PROCEDURE:

Send letter of application and resume to:

Lauren Hayes
Director of Human Resources
Western Pennsylvania School for the Deaf
300 East Swissvale Avenue
Pittsburgh, Pennsylvania 15218
lhayes@wpsd.org

It is the policy of the Scranton School for Deaf and Hard of Hearing Children not to discriminate in its programs, education, employment and all other activities on the basis of race, color, national origin, ancestry, sex, age, creed, religion, disability, gender identification or sexual orientation. Any complaints of discrimination should be directed to the Director of Human Resources.



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