

Southern Oregon Child & Family Council Position Summary

***** Cook Assistant *****

Job Summary & Requirements:

The Cook Assistant aids the Cook with job duties. Requires at least one year experience cooking or doing food preparation for large groups of people (volunteer or paid).

Education Requirements:

High School Diploma or GED preferred, but not required.

Hours Per Week: 8 - 39

Agency hours of operation are from 6:30 AM to 6:00 PM. Shifts vary and are as assigned.

Number of Work Weeks per Year: 37.8 weeks, beginning 9/8/09 and ending 5/25/10

Number of Layoff Weeks per Year: 14.2

This is an unpaid layoff, during which you may be eligible for unemployment benefits.

Starting Salary: \$8.82 Hourly

Actual starting salary for this position may vary depending on education, qualifications, and specific position assignment.

Employment Contingencies:

- Employment Application;
- Classroom Observation and Interview;
- Policy Council Approval;
- Criminal Registry Background Check;
- Drug Screen, Physical and Functional Test;
- Health Self Appraisal;
- Proof of Current Auto Insurance Coverage;
- Valid Oregon Driver's License preferred, but not required;
- 5 Year Driving Record;
- Employment Paperwork (*upon completion of above contingencies*)

Benefit Package:

Paid Holidays

Paid Winter and Spring Break (*total hours paid may vary by seniority and position*)

After 120 days of Full Time employment (*24+ hours per week*), employees are eligible for paid time off, sick leave, and health insurance (*medical, Rx, dental, & vision*).