



**GALLATIN GATEWAY SCHOOL  
PO BOX 265, GALLATIN GATEWAY, MT 59730**

***Job openings/closing dates will be listed in the Bozeman Daily Chronicle and/or District website.  
Unsolicited applications will not be accepted.***

The following application materials must be submitted to be considered for advertised openings:

1. A completed application form.
2. A cover letter addressing qualifications and experience.
3. A résumé showing your professional skills, educational training, work history, relevant personal skills, and contact information for three professional references.
4. Two current letters of professional recommendation not identified elsewhere in application materials.
5. Briefly answer the following questions on a separate sheet:
  - a. What ideas do you have for promoting healthy nutrition for children in the lunchroom environment?
  - b. Describe or give examples of the standard you will set for kitchen cleanliness and organization.
  - c. Our food service program is self-supporting. Explain how you will analyze data to ensure cost effectiveness in menu planning?
6. VETERANS ONLY: Affirmative Action Information (Employment Preference Form) will be kept separate and apart from the application during the screening process

**Mail application materials to:** Gallatin Gateway School, Attn: Dr. Kim DeBruycker, PO Box 265  
Gallatin Gateway, MT 59730

- Applications must be received at Gallatin Gateway School by 3:30 p.m. on the stated closing date.
- Applications and supporting materials will not be returned.
- Background checks will be performed on all finalists.

**Equal Opportunity Employer** The Gallatin Gateway school district prohibits discrimination against or harassment of any person employed by or seeking employment with the school district because of race, creed, religion, color, political affiliation or national origin or because of age, physical or mental disability, marital status, or gender when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or gender distinction. People of disability may request reasonable accommodation in the hiring process by contacting the school district personnel office.

**Proof of Employability, TB Test** Any applicant chosen for employment must be able to produce a social security card, driver's license, or some other acceptable form of verification of employment eligibility in the United States pursuant to Form I-9 of the U.S. Department of Justice.

Similarly, a selected applicant must provide verification of having received a tuberculin (TB) test within the past year. Verification must include the date of the test, the results of the test, and the signature of the person who conducted the test. It is policy to require verification of a TB test from any candidate chosen for employment and to require submitted documentation of the results of a tuberculin (TB) test within seven (7) days of employment.

**Authorization to Release Employment Records** If employed by a school district, the applicant authorizes the school district to supply his/her employment record at the school district's sole discretion, in whole or part, to any prospective employer, government agency, or other party, when the school district's interest is deemed appropriate.

***The appropriate District personnel will screen all applications and select applicants to be interviewed in the near future. Applicants selected for interviews will be notified by mail, email, or telephone. Thank you for considering Gallatin Gateway School District as a potential employer.***

# Gallatin Gateway School Employment Application

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email Address: \_\_\_\_\_

Position(s) requested \_\_\_\_\_

Are you legally eligible for employment in the U.S.?    Yes \_\_\_\_\_    No \_\_\_\_\_

Have you been previously employed by us?    No \_\_\_\_\_    Yes \_\_\_\_\_ When? \_\_\_\_\_

### Record of Education

School or Training	Location (City & State)	Dates Attended	Date & Degree/Certificate

### Past and Present Employment

*(Begin with most recent)*

Company	Supervisor	Phone	Dates of Employment	Reason for Leaving

### Personal References

(Please list three not identified elsewhere in application materials)

Name	Relationship	Phone(s)	Email

***All statements and information provided within this application and its attachments, if any, are true and complete. I understand that omission or misrepresentation of material fact or altering this application form may result in refusal of or separation from employment.***

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

# **EMPLOYMENT PREFERENCE FORM**

*(Optional for Veterans Only)*

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Position Applied For \_\_\_\_\_

To claim preference under the Montana Veterans' Employment Preference Act, complete the following. Providing the following information is voluntary but must be included with the application in order to claim employment preference. This information will be kept confidential and will only be used during the hiring process to provide the applicant employment preference. Applicants hired by the district will have this information placed in a separate confidential file.

1. Veterans' Employment Preference provides the addition of 5% points or 10% points to the applicant's score when a numerically scored selection procedure is used. Whenever a public employer uses a selection procedure other than a scored procedure, the public employer shall give preference to a disabled veteran, eligible relative, or veteran, in that order, over any non preferred applicant holding substantially equal qualifications.

2. To claim Veterans' Employment Preference you must be a U.S. Citizen and (check one of the boxes below):

A Veteran, if

1. you have been separated under honorable conditions,

AND

2. you have served more than 180 consecutive days of active duty other than for training in the Army, Air Force, Navy, Marines, or Coast Guard (not including National Guard or Reserves) or a member of the reserves who served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized.

A Disabled Veteran, if

1. you have been separated under honorable conditions from active duty,

AND

2. you have an established Armed Forces service-connected disability OR are receiving compensation, disability retirement benefits, or pension from the U.S. Department of Veterans Affairs or military department, OR you have received a Purple Heart.

The spouse of a disabled veteran if the veteran's disability prevents him/her from working.

The unremarried surviving spouse of a veteran or disabled veteran.

The mother of a veteran, if

1. THE VETERAN died under honorable conditions while serving in the Armed Forces, OR THE VETERAN has a service-connected, permanent, and total disability,

AND

2. YOUR SPOUSE is totally and permanently disabled, OR YOU are the unremarried widow of the father of the veteran.

3. In the box below, check the attachment you have included to document the preference request.

DD-214

Other

SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

**KITCHEN MANAGER**

**REPORTS TO:** Food Services Supervisor or Superintendent

**ESSENTIAL FUNCTIONS:**

Must be Serve-Safe Certified and maintain all certification necessary to perform Kitchen Manager duties.

Attends one training approved by the Superintendent on Menu planning, software, and/or school nutrition.

Ensures food handling and serving is performed by individuals Serve-Safe Certified.

Plans menus to conform with federal requirements to provide nutritional meals utilizing fresh vegetables and fruits in place of dessert items.

Responsible for ordering and inventorying all food and supplies as needed.

Kitchen Inventory (food, supplies, and equipment) to be submitted on the first day of each month to the Superintendent for inclusion in the board packet.

Responsible for receipt and dating of food shipments to enable a first in-first out use of food.

Enters each recipe as used into the Recipe Manager software. New recipes for a school year must be entered within the first six weeks of school.

Enters receipt of food and supplies into Inventory Manager software.

Designs new recipes based on food inventory, cost, and menu planning.

Weekly kitchen walk-through with Superintendent to review kitchen needs and use e-mail to communicate as needed.

Applies for and assists in obtaining grant funding for the food service program as opportunities arise.

Prepares the eating and serving areas for student use. (i.e., bench seats down before each meal, tables washed after breakfast and again after lunch, tables cleaned not only on surface area but underneath and along edges, and other similar housekeeping needs)

Supervises and participates in the preparation and service of food.

Supervises kitchen personnel in the safe and proper use of kitchen equipment.

Provides training to food services staff in the areas of food preparation and sanitation.

Assists in and provides the School Wellness Committee information regarding food safety and nutrition for children.

Organizes and attends food service committee meetings at the request of the Superintendent to review menu planning, food cost, environment cleanliness, etc.

Makes recommendations for the updating and purchasing of new equipment.

Review with superintendent the purchasing of needed kitchen items.

Ensures that all equipment in the cafeteria area is in safe, working condition and immediately notifies the Superintendent when repairs cannot be performed by the kitchen staff.

Assists in planning work schedules of kitchen helpers including the submission of leave requests per the Employee Handbook.

Responsible for maintaining high standards of cleanliness and safety in the kitchen, food storage areas, and cafeteria.

Ensure proper storage of all food in accordance with USDA requirements on a daily basis and before school breaks (summer, Christmas, and spring break).

Oversees and participates in the cleaning of the kitchen and related areas on a daily basis.

Ensures kitchen and food storage area is cleaned and inspected one week before start of school.

Schedules two inspections by Country Health Department each year as required by OPI school nutrition program. Kitchen and food storage area inspections should be scheduled during food preparation times if at all possible.

Develop a complete guide detailing the process of protocol and procedures to ensure efficient and effective transfer of duties to a substitute cook or organization which is readily available in the kitchen. Copy submitted to Superintendent during first two weeks of each semester.

Delegation of duties to ensure maximum efficiency for all kitchen staff.

Prepare kitchen and cafeteria area as needed for cleaning services and/or events.

Kitchen Manager duties to be performed in seven (7) hours with one thirty-minute paid lunch break to be taken on premises.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**DESIRED MINIMUM QUALIFICATIONS:**

High school diploma or GED and previous experience with quantity food preparation and service.

Ability to write, read, and, comprehend simple instructions and correspondence.

Able to establish and maintain effective working relationships with students, staff, and the community.

Able to express himself/herself clearly and concisely in both oral, written, and computer communications.

Familiar with Outlook Express (e-mail) and Internet Explorer.

Able to perform duties with an awareness of Federal, State, and District requirements and Board policies.

Ability to handle stressful situations.

Ability to effectively manage time and responsibilities.

Ability to maintain confidentiality of employment and student matters.

**EQUIPMENT USED:**

Computer, calculator, copy machine, fax machine, telephone/voice mail, oven, dishwasher, and other common kitchen equipment and appliances.

**WORK ENVIRONMENT:**

The employee constantly works around others, works with the public, and works inside. The noise level in the work environment is frequently loud. The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job. The employee occasionally will be working in temperatures about 100 degrees and will be walking on slippery surfaces.

**PHYSICAL DEMANDS:**

The employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and waist while performing the duties of this position. The employee will occasionally be required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, depth perception, and peripheral vision.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and must maintain attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communication. Memory, reasoning, and exercising judgment are constantly required on the job. Mathematics, estimating, and problem solving are frequently required on the job.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**

History

Approved on: February 11, 2003

Revised on: July 26, 2010