# Kansas State School for the Blind

1100 State Ave.
Kansas City, KS 66102
913-305-3015
https://kansasblind.gov/

****** JOB OPENING ANNOUNCEMENT ******

**POSITION TITLE:** Cook

**SALARY:** $20.00 an hour. Excellent benefits.

**LOCATION:** On-site, Kansas State School for the Blind

**EMPLOYMENT DATE**: Immediate, Open until filled.

**SCHEDULE:** 9 am - 6 pm Monday through Thursday; 6 am - 2 pm on Friday. Follows the Kansas State School for the Blind school calendar, including Extended School Year during the month of June.

**JOB DESCRIPTION:** This position performs kitchen-based job assignments based on regularly scheduled student meal times, which may include but are not limited to cooking, baking, meal preparation, menu preparation, cleaning, as well as receiving deliveries and handling inventory.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepares, cooks, and bakes items per the planned menu.
- Fully follows multi-step recipes, including any applicable special dietary foods. Ensures meals are cooked and prepared according to the relevant recipe, including, but not limited to, ensuring the availability of appropriate serving sizes and individual meal counts for each meal.
- Ensures that meals are prepped and ready for consumption based on the scheduled meal time.
- Operates institutional cooking, baking, and prep equipment, including but not limited to ovens, toasters, mixers, steam cookers, food choppers, etc.
- Ensures that all safety procedures are followed.
- Cleans all appropriate kitchen equipment.
- Rotates inventories on a scheduled basis.
- Transports bulk items to work areas for preparation.
- Assists in receiving deliveries of food and/or beverage products.
- All other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- High school diploma or G.E.D.
- Training in safety practices, sanitation, and the operation of dishwashing equipment.
- Represent KSSB professionally and appropriately at all times.
- Establish and maintain effective and harmonious working relationships.
- Skill and knowledge of food preparation, health and safety standards, equipment operation, and general handling and receiving of food storage items.
- *Preferred*: One year of experience in institutional cooking and/or baking and previous training in cooking techniques.

**SPECIAL REQUIREMENTS:**
All offers of employment from Kansas State School for the Blind (KSSB) are contingent upon background check results and any applicable workplace references. Background checks are completed via the KS Bureau of Investigation, Backgrounds Plus consents, Kansas Department of Children and Family Services, Dru Sjodin National Sexual Offender Registry, and the KDHE CCL Background Check. KSSB may contact previous employers for workplace references. **Successful candidates must complete a tuberculosis (TB) test (and any required follow-up treatment) and provide a physician's statement prior to the start date. These requirements must be completed by a licensed medical provider, and any associated costs are the employee's responsibility.**

**APPLICATION:** Open Until Filled. For consideration, please email hr@kansasblind.gov and request an application be sent for completion. Copies of all college transcripts and any applicable licenses will be required.

**CONTACT:** **Human Resource Office**
**Voice: 913-305-3004**
**E-Mail: hr@kansasblind.gov**

**TOBACCO-FREE CAMPUS**
**UPDATED 10.06.2026**