

ASSISTANT COOK

REPORTS TO: Kitchen Manager and/or Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

SUMMARY OF FUNCTIONS:

The Assistant Cook provides support and assistance to the Kitchen Manager to ensure the smooth and efficient operation of the school cafeteria and helps produce nutritious, appetizing meals for students and staff, while meeting all governmental and district regulations.

ESSENTIAL FUNCTIONS:

- Assists in the preparation and serving of all snacks and meals.
- Assists in cleaning the kitchen and cafeteria.
- Assists in management and oversight food storage procedures to include food accurate food inventory management.
- Communicate food service program needs (i.e. food, supplies, equipment) to the Kitchen Manager as needed.
- Responsible for kitchen manager duties in the absence of the Kitchen Manager.
- Attend and participate in training at the request of the Superintendent.

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

DESIRED MINIMUM QUALIFICATIONS:

- High school diploma or GED.
- Serve-Safe certification, or ability to obtain certification necessary to perform essential functions.
- Holds a valid First Aid and CPR/AED certification card.
- 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 and written communications.
- Able to perform duties with an awareness of all District requirements and Board policies.
- Ability to handle stressful situations.
- Ability to effectively manage time and responsibilities.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.

EQUIPMENT USED:

Calculator, copy machine, fax machine, telephone/voice mail, oven, dishwasher, and other kitchen equipment.

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 used/required on the job. Mathematics, estimating, and problem solving are frequently used/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: March 13, 2019