

### Assistant Cook

#### Purpose Statement

The job of Assistant Cook is done for the purpose/s of providing food services that meet the mandated nutritional needs of students; ensuring availability of quantities of items; providing written support to convey information; and complying with mandated health requirements.

#### Essential Functions

- Arranges food and beverage items (e.g. placing in steam tables, displaying, filling racks, etc.) for the purpose of making them available to students and staff.
- Cleans utensils, equipment and the storage, food preparation, serving and eating areas for the purpose of maintaining sanitary conditions and meeting health and safety requirements.
- Collects payments for food items from students and/or staff (e.g. cash, meal tickets, etc.) for the purpose of securing funds for reimbursement of costs for providing nutritional services.
- Conducts physical inventories for the purpose of verifying stock and identifying losses.
- Estimates food preparation amounts and adjusts recipes if required for the purpose of meeting mandated nutritional requirements, projected meal requirements, and minimizing waste.
- Inspects food items and/or supplies received for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.
- Maintains accurate student records (e.g. food allergies, free and reduced meal status, meal count, status of pre-paid accounts, etc.) for the purpose of providing documentation to meet state, federal, and/or administrative requirements.
- Monitors kitchen, cafeteria areas and equipment operations and functions for the purpose of maintaining equipment in safe working order.
- Monitors students in the lunchroom/cafeteria for the purpose of meeting mandated nutritional and health requirements providing a safe and supportive environment.
- Orders equipment and supplies for daily use in cafeteria (e.g. standard items stocked in warehouse, special items required for catering events, consumable supplies, bread, milk, etc.) for the purpose of maintaining an adequate inventory to complete jobs efficiently within budget guidelines.
- Prepares food and beverage items for consumption at site or for transporting to other locations for the purpose of meeting mandated nutritional requirements and projected meal requirements.
- Prepares a variety of documents (e.g. meal counts, inventory reports, etc.) for the purpose of providing documentation and/or conveying information for planning purposes to supervisory and management personnel.
- Responds to inquiries of students, staff, and the public for the purpose of providing information and/or direction regarding the selection and price of meal items.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of student and school personnel.
- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.
- Tests prepared food for flavor, appearance and temperature for the purpose of ensuring the acceptance of items by students and staff.
- Transports food and supplies to other locations (e.g. classrooms on the school site, offsite, etc.) for the purpose of delivering requested items to serving sites as needed.

## **Other Functions**

- Assists other personnel, as may be required, for the purpose of ensuring an efficient and effective work environment.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; preparing and maintaining accurate records; utilizing industrial grade food service equipment; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of quantity cooking; health standards and hazards; food safe handling procedures; meal planning and food purchasing; and managing a high volume food preparation operation.

ABILITY is required to schedule a number of activities, meetings, and/or events; collate data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; working around children; establishing and maintaining effective working relationships; and working as part of a team.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 70% walking, and 25% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

### **Required Testing**

### **Continuing Educ. / Training**

### **Certificates and Licenses**

Valid Driver's License

### **Clearances**

Criminal Justice Fingerprint/Background Clearance<sup>†</sup>

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**