

Policy No: 412.01 R8
Adopted: 04-13-2015
Revised:

JOB DESCRIPTION-ASSISTANT COOK

The Assistant Cook is an "at will" employee assigned by the superintendent of schools. He/she shall be supervised and evaluated by the Food Service Manager. His/her duties shall include, but not be limited to the following:

Works in the kitchen assisting the head cook.

Assists with food preparation as assigned by the food manager.

Assists with serving of food.

May be called upon to assist children in line or perform tasks such as opening cans and cutting bread.

Assists in washing pots and pans, cleaning of equipment, cleaning storeroom, sweeping and scrubbing floors, and taking inventory.

Maintaining confidentiality of sensitive information related to staff, students, and parents.

Maintaining a cooperative working relationship with all personnel, students, and patrons.

Performing other duties as assigned by the Food Service Manager.

Personal skills, qualities, and personality traits required for this position.

- A. Possess effective oral and written communication skills.
- B. Skilled in human relations, leadership, decision making, organization, priority setting, and conflict management.
- C. Be able to face controversy, withstand pressure, participate in continued education activities, and have a goal—based philosophy for the duties performed.
- D. Be positive, helpful, and have good time management skills because this position demands accuracy, promptness, long range planning, once a year duties, monthly duties, etc.
- E. Demonstrate good personal qualities such as moral and ethical behavior, self—confidence, common sense, and good judgment, which will allow the individual to perform in the school at a high level of respect and trust.

Minimum educational and preparation requirements.

- A. High school diploma or equivalent.
- B. Must be able to speak with and understand students.
- C. Food preparation experience is desirable but not required.
- D. Must possess a willingness to learn and a desire to improve.
- E. Must be neat and clean, congenial, tactful, understanding, alert, flexible, and cooperative.
- F. Must provide complete medical certificate. A statement from a doctor stating fitness for duty may be required.

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Minimum physical requirements for the position:

ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Standing				X
Walking				X
Sitting		X		
Bending/ Stooping			X	
Reaching/ Pulling			X	
Climbing		X		
Driving	X			
Lifting 40# Max.		X		
Carrying 25 ft.		X		
Manual Dexterity Tasks'				X

'Operate Dishwasher, mixers, meat cutting equipment, electrical and/or gas equipment and appliances.