

Food Service Assistant III - Cook

Purpose Statement

The job of Food Service Assistant III - Cook is done for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for cooking food items that meet mandated nutritional requirements and/or requests of students and/or school personnel; creating supply lists; ordering food items; verifying quantities and specifications of orders; and maintaining facilities in a safe and sanitary condition.

This job reports to Director of Food & Nutrition Services or Designee

Essential Functions

- Cleans and sanitizes utensils, equipment, food storage, preparation, and serving areas for the purpose of verifying and reporting quantity, quality and maintaining mandated sanitary conditions.
- Cooks food, prepared and/or from scratch, for the purpose of meeting mandated nutritional and projected meal requirements.
- Estimates food preparation amounts and adjusts recipes if required for the purpose of meeting projected meal requirements and minimizing waste.
- Evaluates prepared foods for flavor, appearance and temperature for the purpose of providing items that will be accepted by students and/or staff.
- Inspects food items and consumable supplies for the purpose of verifying quantity, quality and specifications of orders to meet preparation requirements and/or complying with mandated health standards.
- Inventories food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Oversees the preparation and cooking of food items for the purpose of meeting projected meal quantities and mandated nutritional and health standards and ensuring appealing presentation.
- Performs functions of other nutritional services positions, as requested by supervisor for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares receipt transaction documents (e.g. day end routine, daily cash receipts; record breakfast and lunch counts, etc.) for the purpose of providing written support and/or conveying information.
- Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.
- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.

Other Functions

- Attends department meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Department.

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; operating equipment found in a commercial kitchen; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; working as part of a team; and working with interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. There is a continual opportunity to 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, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 20% walking, and 50% 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 required.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

ServSafe Managers Certificate

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

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