

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

Food & Nutrition Services ~ Assistant Cook

Purpose of the Job

A person who, under the supervision of the food service director or her/his designee, performs skilled cooking duties and coordinates services to ensure high quality standards of food production and service. Participates in meal preparation and food ordering.

Essential Job Functions

1. Follows and maintains defined standards of sanitation for personnel, food preparation, kitchen equipment, and the cafeteria unit.
2. Participates in the preparation and service of special activities, assist or relieve unit employees in emergencies, or on the job training situations as necessary to maintain the operation of the cafeteria as assigned by the food service director or her/his designee.
3. Participates in the preparation and service of meals within an established production system, following standardized recipes, preparation, and service methods as assigned and coordinated by the food service director and her/his designee.
4. Follows established procedures for accurate checking and shipping of meals and supplies to satellite locations as assigned by the food service director or designee.
5. May relieve or assist other employees in meal preparation tasks to meet emergencies, on-the-job training situations or as necessary to maintain the operation of the food service unit or as assigned by the food service director and her/his designee.
6. Attends relevant training classes, workshops, and meetings as requested or required.
7. Follows and maintains defined standards of safety and sanitation for personnel, food preparation, kitchen, equipment as outlined in the Food Service Policy and Procedure Manual.
8. May relieve or assist other employees in meal preparation to meet emergencies, on the job training situations, or as necessary to maintain the operation of the food service unit.
9. Receives and stores food and supplies according to established procedures.
10. Performs other duties and responsibilities as assigned by the food service director or her/his designee.

Qualifications:

Education & Experience:

1. High School graduate or equivalent.
2. Prior experience as Cook/Baker, Assistant Cook in either school or commercial employment or two years experience as Nutrition Assistant II or equivalent.

Knowledge Skills & Abilities:

3. Knowledge of basic food handling techniques, safety work practices, and ability to use kitchen tools and equipment.
4. Demonstrated ability to plan for and prepare high quality meals, in institutional quantities.
5. Effectively communicate in a professional manner through written, e-mail and spoken word.
6. Demonstrated knowledge of basic food handling techniques, safe work practices as defined by the Washington State Food Retail Food Code.

Licenses, Certificates & Special Requirements:

7. Vocational or technical training in institutional meal preparation, desirable.
8. WSNA membership and certification preferred.

Reporting Relationship:

Reports to the Director of Nutrition Services or designee.

Conditions of work:

Union Affiliation:

SEIU

FLSA Status:

Non-Exempt

Wage Range:

SEIU

Job #

Job History:

Created: ;Revised 3/01/07

Immediate Supervisor Date

Assist. Superintendent of HR & Operations Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice