

St. Helens School District
Job Description
COOK - ASSISTANT

Reports To: Nutrition Director
FLSA Status: Non-Exempt

JOB SUMMARY

This position assists in food preparation and clean-up in the school kitchen and cafeteria ensuring that meal service operates smoothly and efficiently.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Open and close kitchen daily including unlocking, turning on equipment, shut down and securing at the end of day.
 2. Prepare and serve food and assist with clean up.
 3. Wash dishes and operate automatic kitchen equipment maintaining sanitary specifications.
 4. Serve meals including breakfast and lunch.
 5. Prepare Satellite and sack lunches.
 6. Set-up terminals and money drawers.
 7. Clean kitchen and cafeteria area(s).
 8. Set-up and storage of salad bar equipment used to serve.
 9. Know and follow all safety and sanitary rules and regulations related to food handling.
 10. Maintain daily paper work.
 11. Order produce weekly.
 12. Stock food and supplies for meals.
 13. Work cooperatively with the Head Cook and other kitchen personnel.
 14. Assist in the maintenance of quality and portion control of food served.
 15. Maintain appropriate certifications and training hours as required.
 16. Comply with applicable District, state, local and federal laws, rules and regulations.
 17. Interacts thoughtfully and courteously with students, staff and community.
 18. Attend work regularly and is punctual.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Inventories, orders produce and stocks supplies.
2. Serve as back up to the head cook.
3. Attends in-service trainings.
4. Attends staff meetings.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment. Occasionally, directs and supervises student workers during the lunch period.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) and three months related experience and/or training or equivalent combination of education and experience. Prior experience in food service strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read, comprehend and interpret simple instructions, safety rules and operating instructions. Ability to write routine reports and correspondence. Ability to verbally respond to common inquiries from students and staff.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to perform basic math skills involving monetary units. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with frequent interruptions.
- **Certificates, Licenses, Registrations:** Must have or be able to obtain a valid CPR/First Aid card and an Oregon Food Handler card.

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk; use hands for fine manipulation, handle or feel and reach with hands and arms and taste or smell. The employee is occasionally required to sit, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in a standard kitchen/cafeteria setting. The noise level in the work environment is usually moderate to high depending upon the time of day and student population. May be exposed to a variety of conditions including: wet or humid, work near moving parts, extreme heat (ovens, dishwasher). May be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA
Prepared Date: April 2009

I have read and understand this job description.

Signature:

Date:
