St. Helens School District
Job Description

COOK HELPER – SALAD BAR

Reports To: Head Cook/Nutrition Manager
FLSA Status: Non-Exempt

JOB SUMMARY

This position assists in food preparation and clean-up in the school kitchen and cafeteria facilitating smooth and efficient food service operations.

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. Prep all fruits and vegetables for the salad bar including washing, cutting, slicing, and placing in appropriate containers.
2. Prepare all canned and frozen foods for salad and/or hot food bar including condiments.
3. Prepare foods for other entrée bars including meat and cheese sandwiches, burritos, etc.
4. Check and restock bars as needed including milk coolers.
5. Take down and properly store or dispose of left over items. Clean and sanitize all bars.
6. Wash, dry and fold towels.
7. Clean kitchen and cafeteria area(s).
8. Set-up and storage of equipment used to serve food.
9. Know and follow all safety and sanitary rules and regulations related to food handling.
10. Deposit money into student accounts; take lunch tickets; make change and maintain records including menu sheets as required electronically and in printed format.
11. Wipes down counters and cafeteria area ensuring it is ready for the following day.
12. Assists Head Cook and other kitchen staff as requested.
13. Travel to other District facilities to pick-up supplies as needed.
14. Stock student utensil trays.
15. Check hot bar temperature to ensure food safety.
16. Reports safety, sanitary and fire hazards immediately to supervisor.
17. Maintain appropriate certifications and training hours as required.
18. Comply with applicable District, state, local and federal laws, rules and regulations.
19. Interacts thoughtfully and courteously with students, staff and community.
20. Attend work regularly and is punctual.

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. Attend staff meetings.
2. Back up other kitchen staff.
3. Serve student lunches.
4. Operate kitchen equipment including dishwasher, slicer, mixer, etc.
5. Put new stock away.

SUPERVISORY RESPONSIBILITIES

May supervise student helpers. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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 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.
- **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 preferred.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to be highly organized and efficient in an environment that requires strict adherence to a schedule.
- **Certificates, Licenses, Registrations:** Must have or be able to obtain a valid Oregon Food Handler card and Oregon Driver License.

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 walk; stand; use hands for fine manipulation, handle or feel and reach with hands and arms. 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. The employee may occasionally climb stairs or ladders. 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 a school cafeteria/kitchen. The noise level in the work environment is usually moderate, but occasionally high. The employee is regularly exposed to wet or humid conditions and some extreme temperatures associated with ovens and walk in freezers.

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:**

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