



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Assistant Cook

(Rev. 12/17/2012, Rev. 04/28/2016)

Qualifications:

1. High school diploma or equivalent
2. Sanitation Certificate approved by the NJ Department of Health – minimum of ten course hours
3. Minimum of one years' experience in institution food preparation or equivalent in the commercial field
4. Ability to perform the basic math skills involved in recipe conversions, inventory and production records
5. Knowledge of the principles of food management, nutrition, and applicable safety regulations
6. Be physically capable of lifting thirty pounds
7. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To:

Food Service Manager

Job Goal:

To prepare and serve attractive and nutritious meals for students and staff encouraging participation in the School Meal Program.

Performance Responsibilities:

1. Assists the cook with preparation of daily school meals according to a planned menu and to standards set forth by the appropriate state/federal agency and the district's food service department.
2. Prepares fruits, desserts and meal component items in accordance with the menu and instruction from the Food Service Consultant.
3. Prepares daily school meals in the absence of the cook.
4. Practices procedures in food preparation, use and care of equipment and personal habits to assure that sanitation standards are met.
5. Implements timesaving production techniques and cost containment measures, while maintaining quality product.
6. Performs district equipment maintenance procedures.
7. Assists the cook with ordering, receiving, storing, handling, preparing and serving of food according to established standards.
8. Maintains and utilizes required production records preventing over or under production of menu items.
9. Assists the cook in conducting monthly inventory insuring products are rotated and used to avoid food being discarded.
10. Facilitates the cook in preparation of food and supply orders.
11. Participates in planning of menus.
12. Maximizes utilization of USDA commodities to control expenses.
13. Participates in the implementation of special food service activities.
14. Attends job-related training classes, workshops and vendor/supplier exhibits.
15. Communicates and cooperates on food service matters with the Middle School.
16. Assists in workstation related tasks when needed.
17. Works as a Team with all food service staff.



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18. Performs other related duties as assigned.
 19. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	September 1 to June 30 (10 Mos.)
Job Family	Hourly Employees
Pay Grade/Compensation Structure:	G19
Evaluation:	In accordance with Board policy
Job Code:	9400