



Opaa! Food Management, Inc. Job Description

Job Title:	Substitute Cook
Job Code:	DOT
Location:	
Reports To:	Head Cook
FLSA Status:	Non-exempt

SUMMARY

Cooks and prepares breakfasts, lunches, and assists with occasional catering functions for students, staff, and patrons of the school district by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES Include the following. Other duties may be assigned to this position:

- Cooks and prepares breakfast, entrees, soups, salads, vegetables, fruits and other foods.
- Must have basic knowledge of HACCP processes and know how to record temperatures of all hot or cold products
- Thaws meats, cheeses, and other foods for production.
- Weighs and/or measures ingredients
- Operates slicers, mixers, grinders, and other equipment
- Keep work areas neat and clean
- Washes pans and cleans refrigerators, freezers, ovens/ranges and other equipment
- Cleans kitchen areas including equipment
- Sweeps and mops kitchen
- Assists in keeping and maintaining accurate production records
- Requisitions food and supplies through head cook

- Restocks items as needed
- Serves individual portions of food to customers
- Keeping serving lines/condiments supplied with food items, napkins, silverware, dishes
- Obeys safety rules as outlined in Opaa!'s "Safety Procedure Manual" and exercises caution in all work activities
- Reports any unsafe working condition to the appropriate supervisor. Attends all required training meetings and in-services. Participates in the safety incentive program.

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

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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 stand and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job; the employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and extreme heat. The employee is occasionally exposed to toxic or caustic chemicals and extreme cold. The noise level in the work environment can be loud.