



St. Helens School District  
St. Helens, OR  
Job Description

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**Job Title:** Assistant Cook  
**Reports To:** Cook Manager

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### **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.

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### **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. Help open and close kitchen daily including unlocking, turning on equipment.
2. Pan food for cooking.
3. Transport breakfast food and supplies to CCEC.
4. Batch cook heat and serve food one lunch period at a time.
5. Pan cooked entrees for meal service, wrap burgers, portion entrees.
6. Assist staff to insure necessary duties are completed for meal services.
7. Assist preparation, and packing satellite breakfast & lunches
8. Run POS each lunch.
9. Assist serving students.
10. Get food ready for replenishing between each lunch period.
11. Keep Cook Manager abreast of supply needs.
12. Monday – Friday: Set-up terminals and money drawers.
13. Monday: Receive produce and date mark.
14. Monday: Make sure to use last week's produce and milk first.
15. Tuesday AM: Send next week's produce order to Director; help put Sysco inventory away.
16. Friday: Use all the leftovers: entrees, produce, and milk each week by Friday.
17. At the end of each day: Shut down and secure equipment.
18. Work cooperatively with the Head Cook and other kitchen personnel.
19. Assist cook manager with kitchen procedures. Help order Sysco
20. Wash dishes and operate automatic kitchen equipment maintaining sanitary specifications.
21. Assist staff to clean kitchen and cafeteria area(s).
22. Know and follow all safety and sanitary rules and regulations related to food handling.
23. Maintain daily paper work.
24. Assist in the maintenance of quality and portion control of food served.
25. Maintain appropriate certifications and training hours as required.
26. Comply with applicable District, state, local and federal laws, rules and regulations.
27. Interact thoughtfully and courteously with students, staff and community.
28. Willing to step into the cook manager position when needed.
29. Able to place milk, bread and Sysco orders.
30. Attend work regularly and is punctual.

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## MARGINAL DUTIES & RESPONSIBILITIES

1. Inventories, orders produce and stocks supplies.
2. Serve as back up to the head cook.
3. Attend in-service trainings.
4. Attend staff meetings.
5. Willing to 'bump-up' when needed.

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## SUPERVISORY RESPONSIBILITIES

1. 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.

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## QUALIFICATIONS

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

1. High school diploma or General Education Diploma (GED) and at least one year related experience and/or training or equivalent combination of education and experience. Prior experience in food service lead position strongly preferred.
2. 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.
3. Must be able to communicate fluently when writing and speaking English.
4. Able to read, comprehend and interpret simple instructions, safety rules and operating instructions. Must be able to respond clearly to common inquiries from students and staff. As well, as possess the ability to draft simple memos and correspondence.
5. Able to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Has the ability to perform basic math skills involving monetary units.
6. Have the ability to apply common sense understanding to carry out instruction in written, oral or diagram form. Have the ability to deal with problems involving several variables in standardized situations.
7. Must be comfortable with computers, to accurately enter data and run reports from the District computer system. As well as able to open document attachments and save accordingly. Check email daily. Perform online ordering.
8. Be able to communicate appropriately with students, teachers, parents, and members of the community. Have the ability to be highly organized and efficient in an environment that requires strict adherence to a schedule.
9. Must have or be able to obtain a valid Oregon Food Handler card within 1 week and SNA Level 1 certification within 3 months.

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## 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.

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## 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 blood borne pathogens.

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## 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: St. Helens SD

Prepared Date: 10/20/2024

I have read and understand this job description.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_