



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

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. In collaboration with the Nutrition Services Department, the Cook Helper will participate and assist in the preparation and serving of food items that meet mandated nutritional requirements and/or requests of students and school personnel.

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. Assists in the implementation of the menu plans for the purpose of meeting student's mandated daily nutritional requirements.
2. Participates in daily cleaning of utensils, equipment and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
3. Assists in maintaining proper food temperature requirements.
4. Assists with estimating food preparation amounts for the purpose of meeting projected meal requirements and minimizing waste.
5. Prepares food and beverage items for the purpose of meeting mandated nutritional and projected meal requirements and minimizing waste.
6. Reports to the Cook Manager equipment malfunctions for the purpose of maintaining equipment in safe working order.
7. Responds to inquiries of students, staff, administration and/or public for the purpose of providing information and/or direction regarding food menu items.
8. Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests from students and school personnel.
9. Stock food, commodities and supplies for the purpose of maintaining adequate quantities and security of items
10. Maintain a high level of ethical behavior and confidentiality when dealing with student and staff information.

11. Collaborates and confers with students, parents, colleagues and community members in a harmonious and respectful manner.
12. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved
13. Assist parents and community members as needed.
14. Follows all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority.
15. Complies with professional development activities as required by the District, State and Federal regulations.

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.

1. High School Diploma or equivalent.
2. 18 years of age or older.
3. Possess basic knowledge of food preparation in large quantities, menu planning, operation and care for kitchen equipment.
4. Possess basic knowledge of modern methods of food preparation, health codes and sanitation principles and nutritional requirements.
5. Have or be able to obtain a Food Handler's Card
6. Have or be able to obtain a Level 1 SNA Certificate

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

- Criminal Justice Background check.
- The employee is expected to be dressed and groomed in a neat, clean and appropriate professional manner for the assignment and work setting.
- This position is primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
- In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
- Possible exposure to bodily fluids due to student or employee illness or injury.

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: _____

Prepared Date: 2023

I have read and understand this job description.

Signature: _____

Date: _____