



# Annandale Public School District 876

## JOB DESCRIPTION

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**Position Title:**

Cook's Helper

**Department:****Unit:****Immediate Supervisor:**

Head Cook

**Grade Placement:****FLSA Status:****Job Summary:**

Under the direction of the Head Cook, the Cook's Helper is responsible for operating as an effective member of the kitchen staff by assisting with all functions in the kitchen. Responsibilities include preparing food, serving meals, dishwashing and cleaning food service areas.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Prepares foods as directed by the supervisor, recipes and in accordance with governmental specifications. Follows established standards of sanitation, safety and food preparation and maintains forms and records as assigned by supervisor.
2. Serves and stores food according to established guidelines.
  - Prepares for serving lines by setting up necessary kitchen supplies and equipment.
  - Serves food at a steady pace, in the correct proportions and replenishes food as necessary.
  - Implements food storage procedures consistent with government standards of sanitation and safety.
3. Performs cleaning and dishwashing duties as assigned.
  - Washes dishes, pots, pans and utensils used in preparation and service of meal. Monitors dishwasher temps according to guidelines.
  - Maintains and cleans food preparation, work and eating areas following proper clean up procedures consistent with government standards of sanitation and safety.
4. Receives and stocks food supplies according to district and governmental guidelines.
5. Operates a computer for meal purchases. Ensures students enter the correct pin and accounts are charged accordingly. Troubleshoots computer issues as necessary. Logs transaction summary information for the daily production record.
6. Provides great customer service to students and staff.
7. Performs other duties as assigned.

### EDUCATION AND KNOWLEDGE REQUIREMENTS

**Education Training and Experience Requirements:**

- High School Diploma or equivalent.
- No prior work experience necessary

**License/Certification Requirements:**

- Serving Safe Level 1 Certification (must be completed within one year of hire)
- Nutrition Certification
- Sanitation Certification

**Knowledge required to perform the essential functions of the job:**

- Knowledge of all applicable cooking tools and equipment.
- Knowledge of cooking, baking and preparing food for institutions.
- Knowledge of district, state and federal guidelines for food preparation and cleanliness.
- Knowledge of all safety precautions applicable to trade.
- Knowledge of the application, use and proper storage of all chemicals, food items and materials.
- Knowledge of district receiving and stocking procedures.

**WORK SKILLS AND CHARACTERISTICS**

**Skills required to perform the essential functions of the job:**

- Skilled in establishing and maintaining effective working relationships with colleagues, supervisors and building personnel.
- Ability to interact and communicate effectively and appropriately with students and staff.
- Skilled in understanding the needs and development of the students served.
- Ability to be flexible and assisting in all kitchen duties.
- Ability to follow directions and utilize basic cooking skills.
- Ability to record/track food usage and temperatures and prepare proper serving sizes.
- Ability to operate dishwashers, food dispensers and other kitchen equipment.
- Applying and following sanitation procedures and operations in accordance with food service guidelines.
- Ability to operate a computer for consumer purchases.

**PHYSICAL REQUIREMENTS**

**Physical requirements associated with the position can be best summarized as follows:**

Medium work. Exerting up to 50 pounds of force occasionally, and up to 10 pounds of force constantly to move objects.