



## **Asst 2 / Cook**

### **Purpose Statement**

The job of Asst 2 / Cook is done for the purpose/s of providing support to the food service program at assigned location with specific responsibilities for cooking food items that meet mandated nutritional requirements and/or requests of students and school personnel; verifying quantities and specifications of orders; maintaining facilities in a sanitary condition; and assisting assigned food service personnel in performing their functions.

This job reports to Manager/Supervisor

### **Essential Functions**

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Cleans utensils, equipment, storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.

Cooks food, prepared and/or from scratch, for the purpose of meeting mandated nutritional and projected meal requirements.

Estimates food preparation amounts and adjusts recipes, if required, for the purpose of meeting projected meal requirements and minimizing waste of food items.

Evaluates prepared food for flavor, appearance and temperature for the purpose of presenting items that will be accepted by students and/or staff.

Inspects food items for the purpose of verifying quantity, quality and specifications of orders to meet preparation requirements and/or complying with mandated health standards.

Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.

Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.

Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.

Performs functions of other nutritional services positions, as requested by supervisor for the purpose of ensuring adequate staff coverage within site nutritional services operations.

Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.

Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.

Works with assigned personnel for the purpose of assisting them in performing their functions in a safe and efficient manner.

### **Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment and equipment found in a commercial kitchen; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantity food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with others; work with specific, job-related data; and utilize job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 0% sitting, 50% walking, and 50% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

### **Required Testing**

### **Continuing Educ. / Training**

Regularly as needed to perform changing essential functions of position; Annually to meet 2010 Healthy Hunger-Free Kids Act Professional Standards requirements

### **Certificates and Licenses**

Food Handler's permit and ServSafe certification

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Lane 2