



BECKER PUBLIC SCHOOLS JOB DESCRIPTION

Job Title: Assistant Cook

Exempt Status: Non- Exempt

Revision Date:

Department: Food & Nutrition Services

Last Classification Review:

Reports To: Director of Food & Nutrition Services

Job Summary:

Under the direction of the Director of Food & Nutrition Services and guidance of the Lead Cook, the Assistant Cook is responsible for supporting and assisting in preparing, cooking, baking, the set up and serving of food in serving lines with daily menu items and salad bars; and the cleaning and sanitizing of work and serving areas.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

Supervisory Responsibilities:

Direct Supervision: None

Indirect Supervision: None

Essential Duties and Responsibilities:

- Assists in the preparation and production of daily food and menu items.
 - a) Cooks, bakes, pans, and/or prepares daily school meals items in a timely manner according to production records and recipes.
 - b) Washes, slices, and prepares for transport of fresh produce to other schools using safe food handling procedures and according to production records.
- Assists in the serving and portioning of food to students and staff. Follows appropriate customer relation procedures.
 - a) Sets up serving lines and salad bar including proper utensils in visually appealing way to ensure efficiency in serving customers.
 - b) Serves and portions food items during meal times.
 - c) Monitors quantities and serving lines to assure operations run smoothly.
 - d) Follows proper sanitary procedures in the handling and serving of food items.
- Follows and assists in putting away stock utilizing proper techniques including dating, labeling, ensuring proper temperature of items, and rotation of stock to ensure first in first out.
 - a) Assists with clean up and proper storage of any leftover items that can be subsequently used.
 - b) Assists with counting left over food and provide information to lead cook for accurate recordkeeping.
- Assists in the cleaning, sanitizing of kitchen areas, or other duties within the kitchen.
 - a) Cleans and sanitizes pot and pans in three compartment sinks or dishwasher.
 - b) Sweeps and mops in kitchen.
 - c) Cleans work surfaces and serving areas.

- Performs other duties of a comparable level or type, as required.
 - a) Fills in and/or backs up their Lead Cook in their absence.

Minimum Qualifications:

Requires a minimum of HS Diploma and 1 year prior experience in food preparation, food handling and sanitation; and/or evidence of equivalent education and experience necessary to perform the requirements of the work. District requires MN Certified Food Production Manager or ServeSafe Certification and School Nutrition Association Level 1 within one year.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- Knowledge of state and federal guidelines for food preparation and sanitation.
- Knowledge of all applicable health/safety precautions and proper use of production equipment.
- Knowledge of the application, use and proper storage of all chemicals and food items and materials.
- Fundamentals of determining food quantities from determined menus.
- Knowledge of cleaning techniques and materials.
- Knowledge of basic food safety including cooking temperatures, safe food handling techniques, proper cleaning and sanitizing, storage, and personal hygiene.
- Fundamentals of basic business math and basic recordkeeping fundamentals.

Essential Skills Necessary To Perform The Work:

- Oral and written communication skills.
- Establishing and maintaining effective working relationships with employees, supervisors, department heads, and building personnel, and students.
- Ability to work well with people, including resolving interpersonal conflicts and motivating others to perform and meet time commitments.
- Ability to prepare, heat and serve food items.
- Preparing and baking food items.
- Basic math skills.
- Using and operating of food production tools and equipment.
- Reading, understanding, and following safety procedures.
- Using a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment.

Work Environment:

Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns, and skin absorption. Heat generated by stoves, ovens, steam tables and equipment can pose the risk for burns and create warm working conditions. Potential for injury from slippery and wet floors. Tools used in the kitchen provide the potential for injury and cuts. Repetitive motions of hands can lead to injury. Potential hazards and risks can be minimized through departmental procedures, training and risk management techniques employed by the school district personnel.

Physical Job Requirements:

Employee is continuously required to talk, and hear, stands, uses hands to finger, handle or feel, and reach with hands and arms; intermittently sits, stoops, kneels and/or crouches, climbs, tastes or smells in the performance of the job. Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.