EUCLID BOARD OF EDUCATION
JOB DESCRIPTION

Position: Assistant Cook

Reports to: Food Service Supervisor/Cafeteria Coordinator

Employment Status: Regular/Part-time

FLSA Status: Non-Exempt

Description: The position supports and assists the Cook in carrying out assignments/work as delegated by the Cook. Works cooperatively with supervisors and all other employees to bring efficiency and cleanliness for entire food service/cafeteria operations

NOTE: The below lists are not ranked in order of importance

Essential Functions:
- Ensure safety of students
- Assist and responsibly carry out assignments as delegated by Cook, Food Service Supervisor or Coordinator
- Perform housekeeping duties, such as cleaning of counters, equipment or serving areas, as directed
- Assist in the preparation of food using instructions from Cook, Food Service Supervisor or Coordinator
- Assist in preparing foods
- Dispense foods as necessary
- At the Elementary level, be able to run cash register/Point of Service (POS); make accurate accounting of monies received for daily cafeteria sales; provide accurate, total accounting of all student meals and adult sales
- At the Elementary level, follow essential functions of cashier job description
- Prepare steam table for serving food, as necessary
- Prepare serving area with silverware, dishes, straws, napkins, etc, as necessary
- Wash pots, pans and other utensils; perform miscellaneous duties in kitchen section of cafeteria as time permits
- Clean and prepare produce, vegetables and fruits, as necessary
- Adhere to rigid sanitary standards in work and attire; attire is clearly defined in the dress uniform policy.
- Assemble food for transfer to satellite schools, if necessary
- Maintain respect at all times for confidential information, e.g., free and reduced lunch students
- Adhere to all sanitation standards
- Adhere to all health department regulations and those directed by administrative and Board policy
- Make contact with the public with tact and diplomacy
- Interact in a positive manner with staff, students and parents
- Attend meetings and in-services as required
- Rotate and store stock
- Maintain a pleasant, cooperative working atmosphere
- Assist as needed on assignments in kitchen and cafeteria
- Fill out daily usage forms
- Complete end of day reports

Other Duties and Responsibilities:
- Exercise care and safety in the use of utensils, such as can openers, slicers, knives, graters, mixers, etc.
- Periodically check and assist in cleaning stockroom
- Assist in cleaning equipment/storage
- Accept responsibility when the Cook has to be out of the kitchen
- Assist with laundry duties, as directed by Cook, or designee, if applicable
- Perform other duties as assigned by the Cook, Food Service Supervisor or Coordinator

Qualifications:
- High school diploma or general education degree (GED)
- Must be of good character and able to work cooperatively with fellow workers, administrators, teachers and students of all ages
- Must be bondable, able to operate a cash register
- Prior experience in large food preparation and enjoy cooking
- Alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Ability to estimate the amount of food needed for one day's menu
- Ability to follow recipes
- Ability to read and understand verbal and written instructions, written warnings, and labels
- Ability to work effectively with others
- Effective, active listening skills
- Ability to follow standardized recipes and adapt recipes to achieve and document standardization
- Experience cooking in large quantities preferred
- Knowledge of various cooking procedures preferred
- Organizational and problem solving skills
- Ability to work quickly and efficiently especially during lunch periods
- Training in the proper care and storage of chemicals
- Baking and cooking skills preferred
- Basic math/computer skills for preparing recipes proportional to lunch population and cashier responsibilities

Equipment Operated:

- Can opener
- Conventional/Convection/Conveyor oven
- Dishwasher, Washing machine & dryer
- Food processor
- Grinder
- Knives
- Microwave
- Mixer
- Slicer
- Steamer
- Braiser unit
- Vending machines
- Calculator
- Computer
- Any other equipment needed to effectively operate kitchen

Additional Working Conditions:

- Occasional interaction among children
- Operation of a vehicle in inclement weather conditions, i.e. being prepared to come to work on school days except calamity days
- Occasional travel, i.e., to pick up food and/or materials in an emergency
- Occasional ability to work evenings/weekends/summers
- Frequent requirement to sit, stand, walk, talk, hear, see color differences, read, speak, reach, stretch with hands and arms, scoop, and stoop
- Frequent requirement for excessive standing during assigned work day
- Frequent requirement to lift, carry, push, and pull various items up to a maximum of 50 pounds
- Frequent repetitive hand motion, e.g., cutting and grinding
- Occasional overtime work will be requested and expected of the employee
- Occasional requirement to crouch, kneel and climb
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum 50 pounds

Required Testing
Food Service Skills Test to identify strengths

Certificates
Certifications as required by ODE and Dept of Health

Continuing Educ./Training
Public School Works annually as directed by BOE

Clearances
Fingerprint/Background Clearance

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions in the Board of Education policy regarding evaluation of support staff personnel.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature Date

Adoption date: 3/11/2013