

Cooks Helper

Purpose Statement

The job of Cooks Helper is done for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for cooking food items that meet mandated nutritional requirements and/or requests of students and/or school personnel; verifying quantities and specifications of orders; and maintaining facilities in a safe and sanitary condition.

This job reports to Head Cook

Essential Functions

- ✓ Attends meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- ✓ Cleans utensils, equipment, storage areas, 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.
- ✓ Evaluates prepared foods for flavor, appearance and temperature for the purpose of providing 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.
- ✓ Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.
- ✓ 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.

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 single, technical tasks with a potential need to 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; operating 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 solve practical problems. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a

number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific Ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; working as part of a team; and working with interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling some climbing and balancing some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 50% walking, and 45% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses: Serve-Safe Certification

Continuing Education/Training:

Clearances: Criminal Background Clearance, Drug Test

FLSA Status: Non Exempt

Approval Date:

Salary Grade: Class 1

Title IX Coordinator

Title*: Principal

Address: 90 Ethete Rd, Fort Washakie, WY 82514

Telephone Number: 307.332.5983

Email:

Section 504/ADA Coordinator

Title*: Principal

Address: 90 Ethete Rd, Fort Washakie, WY 82514

Telephone Number: 307.332.5983

Email:

Civil Rights Compliance Coordinator

Title*: Superintendent

Address: 90 Ethete Rd, Fort Washakie, WY 82514

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Email:

*OCR recognizes that including a person's name may result in an overly burdensome requirement to republish the notice if a person leaves the coordinator position. It is acceptable for a school district to identify its coordinator only through a position title