

School Administrative Unit #19
Goffstown School District
Job Description

Position Title: Assistant Cook

Scope of Work: To assist the Head Cook and Director of Food Service with oversight and direction for the completion of the work required to provide work required to provide healthy, nutritious, cost effective, meals for the school community.

Reports to: Head Cook / Director of Food Service

Qualifications:

High School degree or its equivalent

Experience in food service preparation and oversight for 1 year preferred.

Good basic math and communication skills

Basic computer knowledge

Performance Responsibilities

- Works cooperatively with the Head Cook in the preparation and serving of healthy, nutritious, cost effective meals.
- Completes and coordinates assigned responsibilities within the kitchen i.e. production of specific meal offerings.
- Assists Head Cook with ordering, inventory control, production records and menu development as needed.
- Able to follow directions and provide feedback in a positive and professional manner.
- Maintains State and Federal regulations regarding sanitation, preparation and storage of food.
- Maintains proper cleanliness and appearance conducive with a food service environment including performing daily clean up, as well as major cleaning of refrigerators, oven equipment, stoves, hood, and storerooms at regularly scheduled intervals with the assistance and direction of the Head Cook.
- Maintains confidentiality of any student-related non-public school district information.
- Uses positive and effective human relations skills when dealing with students, the public, peers, teachers, and administrators.
- Reports immediately to the Head Cook any health problems or accidents occurring in the food service area.
- Demonstrates proficient use of the food service software to complete tasks as needed.
- Maintains State and Federal regulations regarding sanitation, record keeping of temperature checks and storage of food.
- Follows all departmental and district policies and procedures.
- In the absence of the Head Cook, the Assistant Cook will assume those duties and responsibilities.
- Performs other job-related duties requested by the Head Cook.

EVALUATION:

Annual evaluation to be completed by Director of Food Service with input from the head cook and/or the building principal.

PHYSICAL ACTIVITY REQUIREMENTS

Lift up to 10 lb.	N	R	O	F	C	Twisting	N	R	O	F	C
Lift 11 to 25 lb.	N	R	O	F	C	Bending	N	R	O	F	C
Lift 26 to 50 lb.	N	R	O	F	C	Crawling	N	R	O	F	C
Lift over 50 lb.	N	R	O	F	C	Squatting	N	R	O	F	C
Carry up to 10 lb.	N	R	O	F	C	Kneeling	N	R	O	F	C
Carry 11 to 25 lb.	N	R	O	F	C	Crouching	N	R	O	F	C
Carry 26 to 50 lb.	N	R	O	F	C	Climbing	N	R	O	F	C
Carry over 50 lb.	N	R	O	F	C	Balancing	N	R	O	F	C

Work Surface(s)

Reach above shoulder height	N	R	O	F	C
Reach at shoulder height	N	R	O	F	C
Reach below shoulder height	N	R	O	F	C
Push/Pull	N	R	O	F	C

KEY
N = not required
R = rarely
O = occasionally
F = frequently
C = constantly

Hand Manipulation

Grasping	N	R	O	F	C
Handling	N	R	O	F	C
Torquing	N	R	O	F	C
Fingering	N	R	O	F	C

Controls and Equipment:

Food preparation and storage equipment including ovens, stovetop, and cutting & slicing utensils, freezers, refrigerators, computers, carts, garbage cans, dishwaters, sink and other food service equipment expected for the production of meals.

Must regularly lift and carry 40 pounds.

During a full work day, employee may be required to:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive And Sensory Requirements:

Talking: Necessary for communicating with others.

Hearing: Necessary for taking instructions from others and safety.

Sight: Necessary for doing job effectively and correctly.

Tasting & Smelling: Smelling required to detect odors, such as food, smoke, etc.

Specific Vocational Preparation Requirement(s):

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

Summary Of Occupational Exposures:

Exposure to cleaning solvents, food preparation materials, and propane, sharp objects, hot and cold temperature extremes, variable walking surfaces and other exposures reasonably expected within a food service establishment.

Other Considerations And Requirements:

1. Certification of good health signed by a licensed physician. (Note: lifting is required.)
2. Ability to understand oral and written instructions and to work independently when required.
3. Training in sanitation will be provided.

Other Items to consider

Environment: Inside: 95% Outside: 5%