

Joliet Township High School

District 204

JOB DESCRIPTION

TITLE: **ASSISTANT COOK**

QUALIFICATIONS:

1. Knowledge or ability to be trained in procedures for complete preparation of a variety of foods, salads and bakery goods in large quantities.
2. High school graduate with strong Food Service background or minimum two year equivalent experience in mass feeding preparations.
3. Food Safety Manager Certificate.
4. Proficient use of Microsoft Excel, Email, Internet and District 204 websites.

REPORTS TO: Cafeteria Supervisor

JOB GOAL: To maintain a continuous flow of prepared salads, bakery products and foods according to pre-set specifications and menus.

JOB REQUIREMENTS:

1. Assist and perform food preparations, including salads, bakery and food.
2. Read, interpret and prepare items from large quantity recipes.
3. Portion control all products to assure proper serving size and reduce waste.
4. Assist in maintaining such records as necessary for inventory control of equipment and supplies.
5. Help the Head Cook order inventory items for kitchen.
6. Maintain the cleanliness of the entire cooking area.
7. Accept irregular working hours as needed, ensuring catering, special function and daily meal preparations.
8. Have the ability to operate a cash register at "rush" serving times.
9. Assist in all areas of the cafeteria operation as requested by the Supervisor.
10. Closely assist the Head Cook in daily operation, including ordering for the cafeteria and to assume leadership role in the absence of the Head Cook.
11. Assist with Free and Reduced Lunch Applications as needed.
12. Monitor and enforce HACCP plan, temperature logs, production records, etc.
13. Other duties may be assigned by Supervisor.

TERMS OF EMPLOYMENT:

Approximately ten months duration.
Salary to be determined by the Board of Education.

EVALUATION:

Performance will be evaluated annually in accordance with Board and Administrative Policy.

