

**Monticello Public Schools
ISD #882
JOB DESCRIPTION**

Position Title: Cook's Helper – Traveling	Department: Food Service
Reports To: Director of Nutrition Services	Date: July 2024
Approval: Director of Human Resources	Exempt Status: Non-Exempt

JOB SUMMARY: Assist in the preparation, serving and clean-up of nourishing and attractive meals for School District students, staff and guests by complying with all applicable sanitation and health standards and following established food production programs and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

60% - Serving/Cashier/Dishwashing

- A. Greet customers in a prompt and courteous manner.
- B. Serve food so that it is presented in an appealing manner and served on a timely basis.
- C. Serve food according to portion control.
- D. Maintain proper food temperature.
- E. Assist in a la carte area.
- F. Receive payment for meals and make correct change when necessary.
- G. Verify accounts and review meal selections for reimbursable government meals.
- H. Wash Dishes.
- I. Monitor temperature of equipment.

20% - Clean-up

- A. Clean kitchen and dining area so that area is clean and ready for the next day's food preparation.
- B. Proper handling and storage of remaining food items.
- C. Sanitize according to safety standards.

10% - Set-up/Travel

- A. Set up kitchen and dining area so that they are ready for the day's meal preparation and serving.
- B. Travel to other school sites to deliver/serve meals.
- C. Set out condiments and refill as necessary.
- D. Refill utensil and napkin holders.

5% - Food Preparation

- A. Prepare nutritious food (sandwiches, salads, washing fruits and vegetables, etc.) following health regulations and supervisor's direction.
- B. Prepare baked goods.
- C. Prepare featured menu items.
- D. Assist with preparation of main entrée.
- E. Ensure that food remains at proper temperature.
- F. Assist with preparation of food for satellite locations.
- G. Assist with preparation of food for catered events.
- H. Utilize and follow standardized recipes.

5% - Recordkeeping/Reports

- A. Maintain accurate and timely records according to program requirements and department procedures such as student meal selection, food production, etc.
- B. Complete sanitation checklists.
- C. Complete temperature documentation.
- D. Assist with inventory review and year end process as requested.

Perform other duties as assigned.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education and Certification Requirements:

- High school diploma or equivalent required.
- ServSafe certification training required within 60 days of hire date.
- Valid Minnesota driver's license and the ability to drive between district buildings - required.

Experience:

- Previous food service experience preferred.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operate small equipment such as: knives, peelers, utensils and microwave.
- Operate large equipment such as: convection oven, food slicer, food warmers, steam tables, dishwasher, steam jacket kettle and braising pan.
- Operate office equipment such as: computer, cafeteria computer sales and phone system.
- Utilizes food service software program.
- Operates a motor vehicle.

Essential Skills Required to Perform the Work:

- Basic knowledge of food service procedures, practices and equipment.
- Basic knowledge of federal/state health/nutrition requirement.
- Basic knowledge of proper food handling and sanitation.
- Knowledge of food service regulations and standards.
- Ability to follow written and verbal instruction.
- Ability to read and comprehend written instructions and labels.
- Basic knowledge and application of computer skills.
- Basic written and verbal communication skills.
- Ability to perform arithmetic calculations (i.e. addition, subtraction, multiplication and division).
- Ability to work with money and accurately make change.
- Ability to work effectively in a team environment.
- Ability to set priorities and meet deadlines.
- Organizational and time management skills.
- Ability to maintain confidentiality in all aspects of the job.

Working Conditions:

Work Environment:

- Position involves variables in room temperatures from cooking, dishwasher operations and utilization of freezer/refrigeration equipment.
- Position involves exposure to slippery floors.
- Position involves noise levels from equipment and students.
- Position involves exposure to cleaning chemicals and fumes.
- Position involves working with sharp tools.
- Position involves traveling between school buildings to deliver meals and supplies.

Physical Demands: The physical demands described here are representative of those that must be met by

an employee to successfully perform the essential functions of this job:

- Position involves frequent lifting up to 50 lbs.
- Position involves standing on feet for extended periods of time.
- Position involves repetitive motions of stirring, mixing and serving.
- Position involves frequent walking, stooping, reaching and bending.
- Position involves listening, speaking clearly and visual activity.
- Position involves smelling and tasting of food.

Hazards:

- Position involves variables in room temperatures from cooking, dishwasher operations and utilization of freezer/refrigeration equipment.
- Position involves exposure to slippery floors.
- Position involves noise levels from equipment and students.
- Position involves exposure to cleaning chemicals and fumes.
- Position involves working with sharp tools.

Physical Requirements:

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand				X
Walk				X
Sit		X		
Use of hands dexterously				X
Reach with hands and arms			X	X
Climb or balance			X	
Stoop/kneel/crouch/crawl			X	
Use of eyes, vision				X
Talk or listen				X
Taste or smell			X	
Physically lift or carry:				
• Up to 10 pounds				X
• Up to 25 pounds			X	
• Up to 50 pounds			X	
• Up to 75 pounds		X		
• Up to 100 pounds		X		

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.