

# Mt. Vernon City Schools, District #80

## JOB DESCRIPTION

**Position Title:** Cook Helper  
**Department:** Food Service  
**Location:**  
**Reports to:** Food Service Director  
**FLSA Class:** Non-Exempt  
**Adopted:** October 2011

### SUMMARY

To provide students daily with a wholesome, nutritious breakfast, and lunch, as determined by the National School Lunch Program.

### DUTIES

1. Assist with preparation of food for full menu meal and ala carte' according to menus, special dietary or nutritional requirements, and number of portions to be served.
2. Handle, carry and serve food to students.
3. Ensure that there are adequate trays and utensils for students.
4. Retrieve/store items from storeroom, cooler, or freezer.
5. Responsible for the cleanliness of the kitchen including equipment and appliances.
6. Wash service area, dishes, trays, pots/pans by hand, with sprayer and industrial dishwasher.
7. Dry and store kitchen wares.
8. Clean and inspect equipment and appliances.
9. Sweep and mop floors.
10. Helps maintain inventory levels of food products.
11. Stores food properly and safely marking date and item.
12. Complies with all county health rules and regulations.
13. Communicates with the students regarding food selection.
14. Reports any necessary equipment repair and maintenance to supervisor.
15. Complies with established sanitation standards, personal hygiene, and health standards.
16. Observes proper food preparation and handling techniques.
17. Completes requirements for in-service training, acceptable attendance, uniform and dress codes including personal hygiene, and other work duties as assigned.
18. Completes required paperwork.
19. May be required to perform additional tasks as required by administration.

### QUALIFICATIONS

1. High school diploma or equivalent required.
2. Must be familiar with food preparation including appliances, recipes, etc.
3. Ability to understand and follow basic oral and written instructions.
4. Enforce school regulations and policies in a professional manner.
5. Ability to maintain good working relationships with fellow employees and pupils.
6. Ability to stand for long periods of time.
7. Ability to lift and carry up to 50 lbs.
8. Ability to push/pull up to 12 lbs.
9. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
10. Have current food sanitation license.

### SCHEDULING

Hours for this position are defined by the supervisor, administration, and BOE.