

**FIRELANDS LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: HELPER/COOK

File 803

Reports to: Assigned administrator/supervisor

Job Objective: Prepares and serves meals.

Minimum Qualifications:

- High school diploma. Work skills substantiated by training and/or work experience. Current health, safety and nutrition certification.
- Ability to perform physically demanding work that includes lifting/moving large and heavy items.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Embodies high ethical standards/integrity. Maintains confidentiality. Accepts personal responsibility for decisions/conduct.
- Interacts confidently with others and displays a strong customer-service focus.
- Passes all state background check requirements. Maintains a record free of criminal violations that would prohibit public school employment.
- Meets mandated health screening requirements following a conditional offer of employment.
- Shows evidence of core computer competencies deemed essential at the time of hire.

Essential Functions:

- 1. Prepares/cooks food. Helps maintain an orderly/sanitary kitchen. Performs ancillary duties that support the effective delivery of food services.**
 - Assists with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages/spoiled products. Stores, dates and rotates stock as directed.
 - Follows published menus. Uses standardized recipes to maintain quality control. Complies with USDA child nutrition guidelines. Uses products carefully to reduce waste. Records food usage on production records. Works with staff to address the needs of students with dietary restrictions.
 - Requests timely replacement of depleted supplies to avoid work interruptions.
 - Monitors compliance with district specifications and health/safety regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, etc.). Monitors temperature controls.
 - Sets up serving lines. Gives attention to the attractive presentation/serving of food. Replenishes food to maintain an orderly flow of customers. Provides substitute menu items as needed.
 - Operates the cash register or point-of-sale (POS) system. Follows district guidelines for personal checks/charges. Ensures money is exchanged correctly and cash is not left unattended.
 - Accounts for meals served. Prepares a separate record of charges collected. Records unpaid charges at the end of each day. Reconciles discrepancies.
 - Counts money. Reconciles, prepares and makes bank deposits. Submits records as directed.
 - Operates the dishwasher. Verifies cleaning/sanitization cycles are completed properly.
 - Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, dining tables, etc.
 - Follows established sanitization procedures to properly clean items that require hand washing.
 - Ensures leftover food, supplies and equipment are stored properly.
 - Helps prepare for health/safety inspections. Learns how to operate fire/safety equipment.
 - Promptly reports work-related injuries to a supervisor.
 - Assists with district special events and non-school use of food service facilities as directed.
 - Protects district property. Secures equipment/storage areas as directed.

- 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Performs all assigned duties.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Maintains an acceptable attendance record and is punctual.
 - Respects privacy and maintains the confidentiality of privileged information.
 - Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.

- 3. Maintains open/effective communications.**
 - Prepares/maintains accurate records. Submits required paperwork on time.
 - Provides prompt notification of personal delays or absences.
 - Refers district policy interpretation questions to an appropriate administrator.
 - Seeks clarification when directives/expectations are unclear.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance professional performance.

- Participates in training to keep current with professional standards associated with work duties.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Maintains high standards for appropriate conduct. Recognizes and responds to prevent aggressive behavior or harassment. Complies with district procedures and federal/state laws when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Working Conditions:

Safety is essential to job performance. Employees must exercise caution and comply with all mandated safety regulations and follow district protocols when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing strenuous or repetitive physical tasks for extended periods of time.
- Traveling to meetings and work assignments.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Firelands Local School District Board of Education.

The Firelands Local School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.

Revised: July 15, 2013