

Assistant Head Cook

Department: Food Services

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate semiskilled work preparing, cooking and serving food in accordance with the menu, cleaning and maintaining the kitchen, handling Head Cook duties in their absence, and related work as apparent or assigned. Work is performed under the limited supervision of the Head Cook.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Assists the Head Cook with daily activities of directing staff.
- Receives and inventories food and supplies.
- Performs duties of a Cook.
- Acts as a cashier during serving periods on occasion, accepts funds for meal payments.
- Washes pots, pans, kettles and other cooking utensils.
- Prepares and serves breads, vegetables, fruits, deserts, salads, homemade soups and other foods.
- Sets up serving line; sets out eating utensils, napkins, condiments, etc.
- Cleans work surfaces, eating and food preparation area.
- Sweeps and mops on occasion.
- Demonstrates excellent customer service to students, staff, parents, visitors and the general public.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

General knowledge of materials and methods used in preparing and serving meats, breads, vegetables and other foods on a large scale; some knowledge of the use or care of food preparation equipment; some knowledge of USDA rules and regulations; skill in the use of standardized and specialized kitchen utensils and equipment; ability to establish and maintain effective working relationships with associates and students; ability to work long hours while standing and under moderately high temperature conditions.

Education and Experience

High school diploma or GED and moderate experience working in a food service role, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires walking, speaking or hearing, pushing or pulling, lifting and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling; work requires color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to extreme cold (non-weather)

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and exposure to extreme heat (non-weather); work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

School Nutrition Association Level II Certification, must be obtained within one (1) year of hire.
Food Manager Certification through the Minnesota Department of Health.

Last Revised: 4/21/2011