

## **COOK HELPER STANDARD POSITION DESCRIPTION**

Classification: Cook Helper

Location: Assigned Building

Reports to: Cook or Cook in Charge

FLSA Status: Non-Exempt

Bargaining Unit: PSE

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Part I: Position Summary:**

Performs routine work in preparing, setting up, serving, and clean-up activities for meal programs. Assists cook(s) with work involving food storage and kitchen/cafeteria maintenance and operation. Have knowledge of current methods of food preparation, health codes and sanitation.

The District represents a diverse community with a population of approximately 40% students with diverse backgrounds. We seek an individual who has successful experience in working with culturally diverse families and communities. The selected candidate must demonstrate a commitment to strengthening community engagement and communication with the District's diverse populations.

### **Part II: Supervision and Controls over the Work:**

Works under the specific supervision of a cook or cook in charge who provides direction in the preparation of food products and assigns support tasks. The employee is expected to follow directions and make simple adjustments as necessary to resolve problems. Significant issues and concerns are directed to the cook or supervisor for resolution.

### **Part III: Major Duties and Responsibilities (depending on specific assignment, duties and responsibilities listed may include, but are not limited to the following):**

- a. Serve meal components to customers on service line.

- a. Prepare numbers of meals to be served by following recipes, gathering ingredients and cooking materials, and preparing food products. Portions and serves food.
- b. Monitors food cooking and follows Hazard Analysis Critical Control Point (HACCP) procedures as required. Prepare and/or reheat necessary food items for meals.
- c. Assists in securing equipment and supplies. Stores food and equipment in specified locations.
- d. Assists in verifying student eligibility and/or collecting school funds.
- e. Assists with production records, HACCP documentation, and ordering and receiving supplies for meal program.
- f. Washes dishes, utensils, counters, pots, pans, floors, operates dishwashing machine, and maintains a sanitary work environment. Performs other cleaning tasks as needed.
- g. Required to follow Board policies and stay abreast of updates and changes.
- h. Perform other duties as assigned by administrator and/or designee.

#### **Part IV: Minimum Qualifications:**

- 1. Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
- 2. Knowledge of current methods of food preparation, health codes and sanitation.
- 3. Ability to serve appropriate portion sizes rapidly and neatly.
- 4. Ability to operate point of service system.
- 5. Ability to communicate effectively and maintain pleasant manner and good working relations with students, staff, co-workers and the community.
- 6. Initiative and ability to work under direction of senior personnel and make sound and logical decisions.
- 7. Ability to cooperate with and get along with others in a fast paced working conditions.
- 8. Ability to be flexible to changing work environments.
- 9. Ability to perform basic math computations. Ability to understand and carry out written or oral instructions.
- 10. Washington State Food Handler's Permit required.

#### **Part V: Desired Qualifications:**

- 1. Graduation from high school or equivalent.
- 2. Job related experience in food preparation, serving and basic kitchen functions.
- 3. Previous experience in routine cafeteria setting desired.

4. Certified with School Nutrition Association
5. Bilingual skills.

#### **Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to bend, lift, sit, move about, hear and speak. Noise level may be high from kitchen equipment and students at meals. Required to stand, be on feet for prolonged periods of time, move around for a full work shift, and perform repetitive movements. Other physical abilities include carrying, pushing, pulling, balancing, stooping and reaching. Employee will be exposed to heat from ovens, burners and steam trays. Employees will be exposed to cutting and slicing equipment and machines with moving parts.

Performs under strict meal deadlines; required to time task for completion in proper sequence; required to anticipate quantities and order for cost efficiency and proper storage. May experience frequent interruptions; required to deal with a wide range of student, staff and public behaviors; may be required to shift focus to respond to student, staff, and public needs; may experience daily shifts in work schedule according to building usage; may occasionally deal with distraught or difficult individuals.

Required to move and lift heavy supplies and full pans of food weighing up to up to 40 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to properly use such safety equipment as is appropriate to the work to prevent injury to self or others.

Ability to use computer equipment to complete reports, maintain inventories, etc.

It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties. Required to wear protective clothing and assist students by cleaning meal spills.