



JOB DESCRIPTION

Job Title	Assistant Cook
Department	Food & Nutrition
Reports To	Kitchen Manager
Classification	Food & Nutrition
Location	PreK-12 Building
Salary	Hourly, On Schedule
Length of Contract	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Assistant Cook may be responsible for the production, service, and clean-up of the lunch meal. This includes food preparation, re-stocking the serving line, and cashiering. In a production kitchen the Assistant Cook may also assist in preparing, counting, packaging, and labeling foods to be sent to the satellite kitchen. The Assistant Cook maintains a clean, safe work environment, and practices proper food preparation, food holding and display/marketing techniques.

Essential Job Functions

- Maintains accurate food production records and uses records to submit food orders for upcoming menus and forecast future needs to minimize waste.
- Follows production schedule for quantities and follows standardized recipes and portion control techniques to meet the United States Department of Agriculture (USDA) requirements.
- Follows standard receiving procedures to assure quality and correct quantity of food received. Documents time and temperature of items received. Reports problems immediately to the supervisor
- Follows all Hazard Analysis Critical Control Points (HACCP) and District procedures for date marking, labeling, storing, and food handling.
- Maintains high standards of food quality and appearance. Utilizes cooking methods to preserve nutrient content.
- Controls food and supply inventory, including completing inventory and dating and rotating stock.
- Completes work assignments in a timely manner.
- Maintains a clean and sanitary workstation. Follows established work schedule and procedures for cleaning equipment, utensils, and work area. Follows procedures to maintain effective insect and rodent control.
- Maintains high standards of personal hygiene, and follows dress code, glove, and hand washing protocol.

- Operates all equipment according to manufacturer's directions with particular emphasis given to safety guidelines. Notifies Kitchen Manager of any malfunction, damage, or loss of equipment.
- Checks hot holding equipment, ovens, microwaves, and milk service unit to make sure equipment is empty before turning on.
- Ensures hot holding equipment, milk service unit, ovens and microwaves are empty and turned off before leaving for the day.

Ancillary Job Functions

- Attends job-related training classes and workshops.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Basic mathematics, communication, and computer skills.
- Food preparation experience or training.
- Must have ServSafe Certification and/or current Wisconsin Food Manager Certification or must complete during probation period upon hire.
- Pass ECASD food service computer skills test or complete District sponsored basic computer skills class. Successfully complete training on the current point of sale software system.
- Pass a physical examination that will require lifting 48 pounds, carrying 48 pounds, and pushing/pulling 35 pounds of force.
- Demonstrate an understanding and use of equitable and culturally responsive practices

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Previous food preparation experience in a commercial kitchen.
- Experience working with school-age children.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Basic mathematics, communication, and computer skills.
- Ability to plan and organize workload.
- Ability to work independently with minimal supervision.
- Ability to work collaboratively in a team environment.
- Ability to communicate effectively with students, parents, teachers, principals, and coworkers.
- Ability to apply the principles of quantity food production and food safety.
- Ability to accurately weigh or measure food ingredients.

- Ability to accurately count, record, and maintain inventory, HACCP, and food production records.
- Ability to operate district food service software program.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May be exposed to wet/humid conditions, extreme temperatures, oils, moving mechanical parts, or potentially hazardous or cancer-causing agents/chemicals.

Physical Requirements – The physical demands described below 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 essential functions.

- Must be able to stand/walk regularly.
- Must be able to frequently talk/listen, grasp, push, reach, stoop/kneel/crouch, and use repetitive wrist/hand/finger movement.
- Must be able to regularly operate mechanical equipment.
- Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors.
- May be required to lift up to 50 pounds.
- Regular attendance is an essential and required part of this position.