

**Monticello Public Schools
ISD #882
JOB DESCRIPTION**

Position Title: Cook's Helper

Department: Food Service

**Highest Percentage of Duties/Responsibilities:
Food Preparation**

Exempt Status: Non Exempt

**Reports To: Building Head Cook and
Director of Food Service**

Date: May 12, 2015

Approval: Assistant Superintendent

JOB SUMMARY: Assist in the preparation, serving and clean-up of nourishing and attractive meals for School District students, staff and guests by complying with all applicable sanitation and health standards and following established food production programs and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

55% Food Preparation

- A. Prepare nutritious food (sandwiches, salads, washing fruits and vegetables, etc.) following health regulations and supervisor's direction.
- B. Prepare baked goods.
- C. Prepare featured menu items.
- D. Assist with preparation of main entrée.
- E. Ensure that food remains at proper temperature.
- F. Assist with preparation of food for satellite locations.
- G. Assist with preparation of food for catered events.
- H. Utilize and follow standardized recipes.

25% Serving/Cashier

- A. Greet customers in a prompt and courteous manner.
- B. Serve food so that it is presented in an appealing manner and served on a timely basis.
- C. Serve food according to portion control.
- D. Maintain proper food temperature.
- E. Assist in a la carte area.
- G. Receive payment for meals and make correct change when necessary.
- H. Verify accounts and review meal selections for reimbursable government meals.

10% Clean Up/Dishwashing

- A. Clean kitchen and dining area so that area is clean and ready for the next day's food preparation.
- B. Proper handling and storage of remaining food items.
- C. Wash dishes.
- D. Sanitize according to safety standards.
- E. Monitor temperature of equipment.

5% Set Up

- A. Set up kitchen and dining area so that they are ready for the day's meal preparation and serving.
- B. Set out condiments and refill as necessary.
- C. Refill utensil and napkin holders.

5% Recordkeeping/Reports

- A. Maintain accurate and timely records according to program requirements and department procedures such as student meal selection, food production, etc.
- B. Complete sanitation checklists.
- C. Complete temperature documentation.
- D. Assist with inventory review and year end process as requested.

Perform other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- High school diploma or equivalent required.
- ServSafe certification training required within 60 days of hire date.

Experience:

- Previous food service experience preferred.

Essential Skills Required to Perform the Work:

- Basic knowledge of food service procedures, practices and equipment.
- Basic knowledge of federal/state health/nutrition requirement.
- Basic knowledge of proper food handling and sanitation.
- Knowledge of food service regulations and standards.
- Knowledge of standard cooking skills.
- Ability to follow written and verbal instruction.
- Ability to read and comprehend written instructions and labels.
- Basic knowledge and application of computer skills.
- Basic written and verbal communication skills.
- Ability to write routine reports.
- Ability to perform arithmetic calculations (i.e. addition, subtraction, multiplication and division).
- Ability to work with money and accurately make change.
- Ability to work effectively in a team environment.
- Ability to set priorities and meet deadlines.
- Organizational and time management skills.
- Ability to maintain confidentiality in all aspects of the job.

Machines, Tools, Equipment, Electronic Devices and Software Required:

- Operate small equipment such as: knives, peelers, utensils and microwave.
- Operate large equipment such as: convection oven, food slicer, food warmers, steam tables, dishwasher, steam jacket kettle and braising pan.

- Operate office equipment such as: computer, cafeteria computer sales and phone system.
- Utilizes food service software program.

Supervision of Other Employees:

- This position does not provide supervision or work direction to any other District Employees.
- Assist in training others.

Physical Job Requirements:

- Position involves frequent lifting up to 40 lbs.
- Position involves standing on feet for extended periods of time.
- Position involves repetitive motions of stirring, mixing and serving.
- Position involves frequent walking, stooping, reaching and bending.
- Position involves listening, speaking clearly and visual activity.
- Position involves smelling and tasting of food.

Mental Job Requirements:

- Position requires flexibility and a need to undertake a variety of tasks.
- Position requires organizing and prioritizing tasks in order to meet deadlines.
- Position requires attention to detail.
- Position requires handling multiple tasks while dealing with interruptions.
- Position requires operating equipment that requires concentration.
- Position requires exercising confidentiality in handling School District information.

Working Conditions:

- Position involves variables in room temperatures from cooking, dishwasher operations and utilization of freezer/refrigeration equipment.
- Position involves exposure to slippery floors.
- Position involves noise levels from equipment and students.
- Position involves exposure to cleaning chemicals and fumes.
- Position involves working with sharp tools.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members that contribute to the overall public relations of the school district.
- Provides a clean, safe and comfortable food service environment to make the students and staff proud of their school.
- Helps to promote safety and prevent accidents.
- Food is prepared in a nutritious, healthy and timely manner.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.