

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

**Position Title: Cook's Helper**

**Department: Food Service**

**Highest Percentage of Duties/Responsibilities:  
Serving/Cashier/Dishwashing**

**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:**

65% Serving/Cashier/Dishwashing

- 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.
- F. Receive payment for meals and make correct change when necessary.
- G. Verify accounts and review meal selections for reimbursable government meals.
- H. Wash Dishes.
- I. Monitor temperature of equipment.

20% Clean Up

- 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. Sanitize according to safety standards.

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% 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.

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.
- 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 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.***