

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: ASSISTANT COOK **File 802**

Reports to: Cafeteria Supervisor/Dietitian and Head Cook

Job Objectives: Prepares and serves meals. Maintains high standards to ensure quality services and customer satisfaction. Maintains a sanitary and orderly kitchen.

Minimum Qualifications: High school diploma.
Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
·Documentation of a clear criminal record.
·Complies with drug-free workplace rules and board policies.
·Food production skills and the ability to use commercial kitchen equipment.
·Ability to comply with nutrition, health, and safety regulations.
·Ability to apply basic mathematical concepts.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks with the head cook for assignments and/or instructions. Carefully follows all directions. Seeks advice when expectations are unclear. Takes the initiative to perform routine tasks independently.
- Fills in for the head cook during absences.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.
- Carefully uses products and supplies to control costs and reduce waste. Advises the head cook about the need for additional inventory.
- Follows approved receiving and storage procedures to ensure food safety. Assists with the receipt of deliveries. Verifies quantities. Reports shortages, spoilage, or inferior products. Organizes, stores, dates, and rotates stock as directed.
- Follows the published menus. Ensures compliance with all food preparation regulations (e.g., hazard analysis critical control points, sanitation procedures, etc.).
- Uses standardized recipes to maintain quality control. Monitors production sheets. Helps other staff as needed to meet established schedules.
- Recommends menu modifications in response to customer requests.
- Prepares special meals for students with dietary restrictions.
- Sets up serving lines. Presents food in an attractive way. Replenishes supplies to maintain an orderly flow of customers. Monitors portion size to ensure compliance with district specifications. Promptly provides substitute menu items as needed.
- Properly stores or disposes of leftover food.
- Helps account for all lunches. Uses cafeteria reports to prepare bank deposits. Makes deposits and submits daily records to the supervisor's office as directed.
- Maintains accurate records and submits reports on time.
- Assists with monthly inventory.
- Monitors kitchen safety. Ensures that kitchen supplies and equipment are properly stored. Identifies maintenance needs and notifies the head cook.
- Promptly documents all injuries that require medical attention.
- Cleans, washes, and sanitizes equipment and food preparation areas (e.g., work surfaces, cooking equipment, serving lines, etc.).
- Learns how to operate fire and safety equipment.

- Helps prepare for fire, health, and safety inspections.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Assists with special district events as directed (e.g., banquets, etc.).
- Assists rental groups as directed. Secures the kitchen and storage areas as directed.
- Reports student discipline problems, vandalism, and other related concerns.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.).
- Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility: Under the direction of the cafeteria supervisor/dietitian and/or head cook: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require working extended hours.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require performing repetitive tasks quickly and differentiating variances in aroma, color, taste, and texture.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

No portion of this job description shall supersede the Master Agreement between the OAPSE Chapter 208 and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.