

MENDOTA UNIFIED SCHOOL DISTRICT

Position: Assistance Cook
Department: Food Services
Reports To: Director of Food Services

FLSA: Non-Exempt
Classified

This job description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

GENERAL DESCRIPTION

Under the direction of an assigned head cook, prepare and serve hot and cold menu items to students and staff at an assigned school site; maintain food service facilities, equipment and utensils in a clean and sanitary condition.

ESSENTIAL DUTIES

- Prepare and serve hot and cold menu items to students and staff at an assigned school site; observe quality and quantity of food served according to established procedures; prepare food and beverages for sale.
- Heat, portion and serve food to students and staff according to established procedures; count and set-up plates, trays and utensils; assure proper temperature of foods; assure compliance with safety and sanitation regulations; assure that food is handled properly to avoid contamination or illness.
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition; clean serving counters, tables, chairs, food containers and other food service equipment.
- Perform cashiering duties as assigned; count money and make correct change; prepare and balance cash register; collect, sort, count and mark lunch tickets; conduct meal counts; prepare and make deposits as direct; utilize automated point of service system; maintain related records.
- Retrieve food items according to established quantity specifications; stock condiments, food items and paper goods; store and rotate supplies in storage areas.
- Perform daily and periodic inventories as assigned; assist in ordering and receiving food supplies and materials as directed.
- Operate standard food service equipment such as ovens, utensils, microwaves and warmers; operate a calculator, money counter and computerized cash register in performing cashier duties.
- Estimate food and supplies needed for operation; read and interpret records to determine proper food quantity specifications.
- Set up speed lines and carts for food service.
- Communicate with school site staff members, parents, guardians and District personnel and vendors to exchange information and resolve issues or concerns.
- Maintain various records related to cash deposits, food orders, meal counts, inventory, meal tickets and assigned duties.
- Evaluate free and reduced price meal applications for eligibility determination.
- Train and provide work direction and guidance to student helpers as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Practices, procedures and techniques involved in quantity food preparation and serving.
- Sanitation and safety practices related to preparing, handling and serving food.
- Standard kitchen equipment and utensils.
- Portion control techniques.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.

- Mathematic calculations and cashiering skills.
- Basic inventory practices and procedures.
- Oral and written communication skills.
- Record-keeping techniques.

ABILITY TO:

- Prepare and serve hot and cold menu items to students and staff at an assigned school site.
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition.
- Perform cashiering duties as assigned.
- Perform inventories and assist in ordering and receiving food supplies and materials as directed.
- Learn to operate a computer.
- Operate standard kitchen equipment safely and efficiently.
- Follow health and sanitation requirements.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Maintain various records related to work performed.
- Read and interpret records to determine proper food quantity specifications.
- Work cooperatively with others.
- Meet schedules and time lines.
- Add, subtract, multiply and divide with speed and accuracy.
- Maintain confidentiality.

MINIMUM QUALIFICATIONS

- High School Diploma or equivalent
- Valid Serv-Safe certificate issued by the Department of Environmental Health.
- Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying.

WORKING CONDITIONS

ENVIRONMENT:

- Food service environment.
- Subject to heat from ovens.
- Employee in this position will be required to work indoors.
- Employee comes into direct contact with students, staff and public.

PHYSICAL DEMANDS:

- Standing for extended periods of time.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
- Dexterity of hands and fingers to operate food service equipment.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Seeing to monitor food quality and quantity.

HAZARDS:

- Heat from ovens.
- Exposure to very hot foods, equipment and metal objects.
- Exposure to cleaning chemicals and fumes.

Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.