

**PRODUCTION COOK ASSISTANT - CLASS 2**

- QUALIFICATIONS:**
1. High school diploma or GED
  2. At least six months quality cooking experience
  3. Ability to lift 15-65 pounds
  4. Ability to withstand a wide range of temperatures
  5. Ability to stand and walk on hard floors 90% of the time
  6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Food Service Director

**JOB GOALS:** To assist in the smooth and efficient operation of the school cafeteria for the ultimate health, comfort, and benefit of the students.

**PERFORMANCE RESPONSIBILITIES:**

1. Uses past records to pan up the required meat, pastas, potatoes, and vegetables and ensures they are cooked to the required temperature;
2. Practices approved cleaning and safety methods to ensure that sanitary and safe conditions are maintained in kitchen serving, cooking and preparation areas;
3. Maintains all utensils and equipment used in clean, working condition;
4. Initiates repair requests, reports problems, needs and concerns directly to the Manager at the WLC;
5. Participates in personal enrichment and professional growth programs by attending inservice meetings, workshops, short courses, conventions, etc.;
6. Prepares the food in a timely manner, maintaining food quality, including taste and appearance;
7. Cooks appetizing and nutritious food by following standardized recipes, adding spices as needed, and following cooking times;
8. Adjusts recipes based on daily count and follows the meal pattern requirements and the menu;
9. Maintains the required records: cleaning, temperature, food used, inventory, requisitions, orders, etc.;
10. Follows policies and procedures in personnel matters, including grievances and leaves;
11. Participates in ordering appropriate quantities of food and supplies and assures proper storage;

12. Participates in implementing the promotion of school lunch and other activities consistent with the Board policy;
13. Demonstrates knowledge of fire extinguisher use;
14. Uses, cleans, stores knives according to procedures;
15. Follows daily work schedules, cleaning solutions, etc.;
16. Performs basic first aid;
17. Uses efficient techniques as trained;
18. Communicates effectively any problems to the Manager/Director;
19. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign;

**WORK SCHEDULE:**

The work day shall be established by the supervisor but shall not exceed 8 hours per day, excluding ½ hour for a duty free lunch, unless other arrangements are made the supervisor and approved by the District Administrator. Most individuals in this category will work 6 or fewer hours per day as individually Directed by the Food Service Supervisor.

The yearly number of days worked in a school fiscal year normally be 182 days excluding holidays Unless a different work schedule is approved by the District Administrator.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.