

TITLE: Assistant Building Cook

REPORTS TO: Building Principal

FAIR LABOR STANDARDS ACT (FLSA): Non-Exempt. This position is an hourly position.

QUALIFICATIONS:

1. Must be at least 21 years of age.
2. Submit to a criminal history check as required by the school district.
3. High school diploma.
4. Supplemental courses in culinary arts preferred.
5. Current Food Handlers Permit required.
6. One year of experience in the preparation and serving of foods in a school lunch room or in a restaurant or cafeteria of equivalent size preferred.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
8. Must be proficient in English both oral and written.

JOB GOAL: To assist and participate in the preparation of meals of a school lunch program.

ESSENTIAL JOB FUNCTIONS:

I. Personal Qualities:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

II. Ability to:

1. Understand and carry out oral and written directions.
2. Maintain cooperative relationships with fellow employees and students.
3. Use independent judgement and decision-making.
4. Willingly substitute for Site Cook as needed, in case of illness or other absence.

III. General Duties

1. Assist in preparation of menus, food preparation and serving.
2. Assist in performing major cooking tasks, including food preparation for various District functions (meetings, catered events, etc.) as designated by the Food Service Manager.
3. Assist in the maintenance and cleaning of dishes, equipment, and facility, including simple repairs.
4. Assist with all ordering, deliveries, pickups, transfers, and proper storage of food, supplies, and equipment for their site.
5. Maintain high standards of efficiency and sanitation in food preparation.
6. Operate equipment, including District vehicles (or their own private vehicle, for which they will be reimbursed at the current rate per mile) for food delivery, pickup or transfer.
7. Make written reports, including, but not limited to, Employee Leave, time cards,

evaluations, petty cash vouchers, inventory of various kinds, and other needed documentation.

8. Instruct student workers as applicable.
9. Assist in training new or substitute personnel in kitchen maintenance and procedures.
10. Substitute for Site Cook and performs all Site Cook duties when asked to do so without altering the menu.
11. Accesses a computer and checks on announcements and notices on a daily basis.
12. Uses a computer to complete employment data on a daily basis including but not limited by days and/or hours worked, days absent and/or present and relevant history such as sick leave and personal leave.
11. Follows all District policies and those contained in the appropriate district handbook.
12. Perform other job related duties as delegated.

IV. Timeliness:

1. Manages time properly.
2. Attends requested meetings in a prompt and reasonable manner.
3. Is responsible for turning in requested information complete and on time.
4. Arrives on time and works scheduled hours.
5. Notifies the building administrator in the event of illness.

Physical Qualifications: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

Terms of employment: Assistant Building Cooks will be employed for up to 8 hours per day average (site dependent) on all student contact days, two days preceding the school year, and two days following the school year. Salary as outlined and agreed to in the Collective Bargaining Agreement between Monroe School District #1J and the Oregon School Employees Association Chapter #83.

Mandatory Child Abuse Reporting: As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

Evaluation: Performance of this position will be evaluated annually.

Reviewed by _____ **Date:** _____