

POSITION DESCRIPTION

| | | | |
|--------------------|------------------------------------|------------------------|------------------------------------|
| TITLE: | Assistant Cook – Elementary School | SUPERVISOR: | Production Kitchen Manager |
| DEPARTMENT: | Food and Nutrition Department | CLASSIFICATION: | Food and Nutrition Bargaining Unit |

I. Accountability Objectives:

The Assistant Cook demonstrates professional behavior and promotes positive relationships with students, parents, staff, and others to build customer support for school food service programs. The Assistant Cook at an elementary satellite kitchen is responsible for the on-site production, service, and clean up of the lunch meal. The Assistant Cook maintains a clean, safe work environment by following Hazard Analysis Critical Control Points (HACCP) and other sanitation principles in food handling and equipment use. The Assistant Cook practices proper food preparation, food holding and display/marketing techniques that assure high quality food products and customer satisfaction. The Assistant Cook follows procedures to control food waste, control costs, and comply with federal guidelines. The Assistant Cook promotes healthful eating for students and demonstrates a positive school food service image. One day each week, or in the absence of the Cook, (see position description for Cook-Elementary School) the Assistant Cook and the Cook will switch computer/money handling and lunch production duties.

II. Position Characteristics:

Salary: Hourly, on schedule
Length of Contract: 20-55 hour per pay period

III. Position Relationships:

Reports to: Production Kitchen Manager

IV. Position Qualifications:

A. Required Qualifications:

1. High school diploma or equivalent.
2. Basic mathematics, communication, and computer skills.
3. Food preparation experience or training.
4. Prior ServSafe Certification and/or current Wisconsin Food Manager Certification, or completed during probation.
5. Pass ECASD food service computer skills test or complete district sponsored basic computer skills class. Successfully complete training on the current point of service software system.
6. Pass a physical examination that will require lifting 48 pounds, carrying 48 pounds, and pushing/pulling 35 pounds of force.

Note: Currently employed staff members who transfer to a position must successfully complete within ten (10) days of the transfer the district computer and money handling training. Currently employed staff who have already successfully completed this training are not required to retake it when transferring to a new position. New employees must successfully complete the district computer and money handling program during the twelve (12) week probationary period.

B. Special Requirements of the Position:

1. Ability to apply principles of quantity food production and food safety.
2. Ability to plan and organize workload.
3. Ability to work independently with minimal supervision.

POSITION DESCRIPTION

4. Ability to communicate effectively and professionally with students, parents, teachers, principals, and co-workers.
5. Ability to use point of service computer system.
6. Ability to use a calculator and accurately complete a bank deposit slip.
7. Ability to handle cash, make correct change, and count money accurately.
8. Ability to accurately count and record food items, inventory, and paper and computerized food production records and enter information into computer.
9. Ability to apply principles of quantity food production, including batch cooking, safe food handling, and HACCP.

C. Environmental/Physical Requirements:

1. Ability to lift up to 48 pounds, carry 48 pounds, and push/pull 35 pounds of force.
2. Ability to stand and walk on hard surfaces.
3. Ability to adapt to changes in room temperature.
4. Ability to work in the presence of loud background noise.

V. **Position Responsibilities:**

- A. Maintains food production records. Discusses production history with building Cook and submits the food order for the upcoming menu to the Production Kitchen Manager. Uses records to forecast future needs and minimize waste.
- B. Follows standard receiving procedures to assure quality and correct quantity of food received. Documents time and temperature of items received. Reports problems immediately to the production kitchen. Follows HACCP date marking and labeling protocol.
- C. Uses the correct portion control techniques to meet United States Department of Agriculture (USDA) requirements. Presents food for service to the customer in an aesthetic manner.
- D. Maintains high standards of food quality and appearance. Utilizes cooking methods to preserve nutrient content. Batch cooking is used to avoid long holding times for food prepared onsite. Arranges food attractively in serving containers.
- E. Utilizes work simplification techniques for effective use of time. Completes work assignments in a timely manner.
- F. Follows standards of food safety in preparing, serving, and storing food. Follows food preparation directions and HACCP regarding time and temperature. Records food temperatures upon receipt of food as well as when prepared and served. Takes corrective action as necessary. Foods are held either below 41 F or above 135 F. Follows Wisconsin Food Code and HACCP protocol.
- G. Maintains a clean and sanitary work station. Follows established work schedule and procedures for cleaning equipment, utensils, and work area. Follows procedures to maintain effective insect and rodent control.
- H. Maintains high standards of personal hygiene. Follows hand washing protocol. Practices standards of dress, including shirts with sleeves, closed toe shoes, hair restraint, wearing an apron, and single use gloves when handling food. Complies with Wisconsin Food Code and HACCP protocol.
- I. Operates all equipment according to manufacturer's directions with particular emphasis given to safety guidelines. Notifies Kitchen Manager of any malfunction, damage, or loss of equipment. Checks hot holding equipment, ovens, microwaves, and milk service unit to make sure equipment is empty before turning on. Ensures hot holding equipment, milk service unit, ovens and microwaves are empty and turned off before leaving for the day.
- J. Self-administers basic kitchen first aid. Immediately reports all accidents to cook, kitchen manager, and building principal and completes ECASD Incident Employee Report Form.

POSITION DESCRIPTION

- K. Demonstrates knowledge of actions to take in case of a fire or disaster. Knows location and use of fire extinguisher.
- L. Attends job related training classes and workshops. Applies knowledge and/or skills obtained in performing job.
- M. Practices energy conservation.
- N. Performs all other duties as assigned.

*Eau Claire Area School District
500 Main Street, Eau Claire, Wisconsin 54701
(715) 852-3000 Fax (715) 852-3004*

New: 03/1991

Revised: 09/1996, 11/1998, 12/2001, 01/2003, 11/2004, 08/2009

Location: R:\Position Descriptions\F&N\Assistant Cook - Elementary School.doc