

Paris Cooperative High School

JOB DESCRIPTION

Position Title: Assistant Cook II

Department: Food Service

Reports to: Head Cook

FLSA Class: Non-Exempt

Effective Date: 09/01/2023

SUMMARY

To provide students daily with a wholesome, nutritious Class “A” lunch, as determined by the National School Lunch Program in an efficient, clean, and warm environment.

DUTIES

1. Complies with established sanitation standards, personal hygiene, and health standards.
2. Assists in the preparation and serving of food in an efficient and friendly manner in accordance with local, state, and federal regulations meeting special dietary or nutritional requirements.
3. Reports to assigned workstation in a timely manner and as assigned.
4. Ensures that meals are ready at serving time.
5. Prepares salad bar items and deli sandwiches.
6. Monitors the salad bar and assists students as needed.
7. Replenishes food being offered as needed during serving of meals.
8. Assist in daily clean-up of the dish room and surrounding areas, including trays, utensils, and equipment so they are ready for the next work day.
9. Takes dishwasher apart and reassembles daily. De-limes once a week.
10. Assists other kitchen personnel as needed.
11. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of all staff.
12. Complies with all county health rules and regulations.
13. Communicates with the students regarding food selection.
14. Reports any necessary equipment repair and maintenance to supervisor.
15. Complies with established sanitation standards, personal hygiene, and health standards.
16. Completes requirements for in-service training, acceptable attendance, uniform and dress codes including personal hygiene, and other work duties as assigned.
17. Performs other tasks as may be assigned by the Head Cook, Principal, or Superintendent.

QUALIFICATIONS

1. High school diploma or equivalent required.
2. Must be familiar with food preparation including appliances, recipes, etc.
3. Certification of fitness for duty from a licensed physician.
4. Ability to understand and follow basic oral and written instructions.
5. Enforce school regulations and policies in a professional manner.
6. Ability to maintain good working relationships with fellow employees and pupils.
7. Ability to stand for long periods of time.
8. Ability to lift and carry up to 50 lbs.
9. Ability to push/pull up to 12 lbs.
10. Ability to communicate to students, parents and staff in an acceptable/courteous manner.

SCHEDULING

The schedule is subject to change with district demands. Overtime is required when requested.