

Paris Cooperative High School

JOB DESCRIPTION

Position Title: Assistant Cook I

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 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. Assumes responsibilities of Head Cook in his or her absence.
4. Reports to assigned workstation in a timely manner and as assigned.
5. Ensures that meals are ready at serving time including preparation of hot sandwiches.
6. Prepares milk, juice, and cereal for breakfast.
7. Prepares steamer and steam tables as needed.
8. Prepares buffet line for serving.
9. Replenishes food being offered as needed during serving of meals.
10. Assists in daily clean-up of the kitchen and surrounding areas, including trays, table service, utensils, buffet line, salad bar, and equipment so they are ready for the next workday.
11. Assists with student workers.
12. Refills condiments as needed. Prepares PBJ for serving.
13. Cleans milk cooler weekly and assists in ordering milk from vendor.
14. Assists with calling in food orders as requested such as bread, pizza, etc.
15. Assists in inventory, storage, and disposal of unused food in a safe manner.
16. Assists in menu analysis and perpetual inventory as assigned by the Head Cook.
17. Assists in checking in, storing, and shelving food shipments upon arrival.
18. Assists other kitchen personnel as needed.
19. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of all staff.
20. Complies with all county health rules and regulations.
21. Communicates with the students regarding food selection.
22. Reports any necessary equipment repair and maintenance to supervisor.
23. Complies with established sanitation standards, personal hygiene, and health standards.
24. Completes requirements for in-service training, acceptable attendance, uniform and dress codes including personal hygiene, and other work duties as assigned.
25. Performs other duties as 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.

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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.