

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Assistant Cook		
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening. Must possess a food handler's certificate.	REPORTS TO:	Cook Manager and/or Food Service Supervisor/ Building Supervisor
EDUCATION:	High School Diploma or GED Equivalent	FLSA Status:	Non-Exempt
LENGTH OF WORK YEAR:	180 Days/Year		
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
GENERAL JOB DESCRIPTION:	Under supervision of a food service supervisor, employee performs a variety of routine duties related to the production and serving of food to students and staff in a school center. Employee performs routine cleaning of kitchen facilities and equipment on a daily/regularly basis. Work can be performed on a relatively independent basis under a fixed time schedule each day. General supervision is received from the head cook or designee for the center. Employees in this position need to have skills which include ability to communicate and work effectively with fellow workers, knowledge of related food preparation duties, professionalism, organization, and problem solving. Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. Responsibilities include student safety and security. This position is considered a safety sensitive position.		

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Regular attendance is an essential function of this position.
2. Assist in the preparation and serving of food in a quick and pleasant manner. Often responsible for the preparation of a particular dish or baked product.
3. Assist in regularly replenishing the supply of foods during meal services periods including dishes, trays and utensils.
4. Assists in the daily clean- up of the kitchen and service areas. Clean-up of dining dishes and pots and pans.
5. Performs major cleaning of refrigerators and storerooms at regularly scheduled intervals as designated by head cook and/or supervisor.
6. Assists in the proper storage and disposal of unused food.
7. Assumes duties of absent cook manager as assigned.
8. Works cooperatively with the Food Services Supervisor, cook manager, building administrator and staff as requested.
9. May assist cook manager with staff training.
10. May assists cook manager in ordering, inventory and checking of freight and putting away delivered items to their proper location.
11. May determine and report to the cook manager the quantity of food and supplies needed for meals for upcoming weeks.
12. Attend appropriate in-service training when scheduled by the administration.
13. Check students in breakfast and/or lunch lines carefully and utilize school computer tracking system.
14. Serves students and staff from the cafeteria counter.
15. Maintains the trash and garbage collection area in a neat and sanitary fashion.
16. Performs related duties as required as but are not limited to: washing/peeling/cutting of vegetables, preparing recipes, washing dishes and assisting the cooks with simple cooking duties when needed.
17. Transports food in a safe, efficient manner.

- 18. Responsible for checking that all equipment is turned off at the end of the shift and locking up and securing kitchen area.
- 19. Additional duties as assigned by principal or supervisor.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					√
11-20 lbs.				√	
21-50 lbs.			√		
51-75 lbs.	√				
76-100 lbs.	√				
> 100 lbs.	√				
Maximum amount lifted by worker without assistance: 50 lbs.					
If required, lifts over <u> 50 </u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					√
11-20 lbs.				√	
21-50 lbs.				√	
51-75 lbs.	√				
76-100 lbs.	√				
> 100 lbs.	√				
Maximum amount carried by worker without assistance: 50 lbs.					
If required, carrying over <u> 50 </u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					√
11-20 lbs.				√	
21-50 lbs.			√		
51-75 lbs.	√				
76-100 lbs.	√				
> 100 lbs.	√				
Maximum weight of object pushed/pulled by worker: 50 lbs.					
Distance: <u> 30 </u> ft. Type of Surface: (i.e. level, carpet, tile): <u> level </u>					

ENVIRONMENT (WORK CONDITIONS)	
Works Inside <u> 99 </u> % of the time	/ Works Outside <u> 1 </u> % of the time.
Temperature Extremes: Yes	
Works on or around moving machinery or mechanical parts: Yes	

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop			√		
Twist					√
Crouch/Squat			√		
Kneel			√		

