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, e production and serving of food to students and skitchen facilities and equipment on a daily/regul basis under a fixed time schedule each day. Genthe center. Employees in this position need to have effectively with fellow workers, knowledge of reand problem solving. Physical ability to adhere the district's communicable disease control plan (bloop potential exposure to hazardous chemicals as id safety and security. This position is considered a	staff in a school of arly basis. Work eral supervision in ave skills which in lated food prepa to OSHA and dist and borne pathon entified on the N	center. Employee performs routine cleaning of can be performed on a relatively independent is received from the head cook or designee for include ability to communicate and work ration duties, professionalism, organization, rict safety regulations. Work within the gens) and be aware of the existence and ISDS sheets. Responsibilities include student			

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.
- 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.					V
11-20 lbs.				√	
21-50 lbs.			√		
51-75 lbs.	√	15			
76-100 lbs.	√				
> 100 lbs.	1				
Maximum an	nount lifted by	worker without	assistance: 50 lbs.		
If required, li	fts over50_	lbs. are perf	ormed with two or n	nore people or lift	devices.

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					1
11-20 lbs.				1	7
21-50 lbs.				1	_
51-75 lbs.	1				
76-100 lbs.	V				
> 100 lbs.	V				
Maximum am	ount carried b	y worker withou	it assistance: 50 lbs.		
If required, ca			performed with two		r lift devices.

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				2.4	1
11-20 lbs.	2 1 2	00		√	12-00
21-50 lbs.		10-20	V	11.0	
51-75 lbs.	-		/ A A	1.25	7.5.12
76-100 lbs.	1				
> 100 lbs.	1				
Maximum wei	ght of object	oushed/pulled b	y worker: 50 lbs.		
Distance: 3	0 ft. Typ	oe of Surface: (i.e	e. level, carpet, tile):	level	

ENVIRONMENT (WORK CONDITIONS)	
Works Inside99% of the time	/ Works Outside1% of the time.
Temperature Extremes: Yes	
Works on or around moving machinery	or mechanical parts: Yes

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

Crawl		√		
Walk-Level Surface				√
Walk-Uneven Surface		√		
Climb Steps		√		
Climb Ladder		√		
Work at Heights		√		
Reach at or Above Shoulder			1	
Reach Below Shoulder				√
Use of Arms			-	√
Use of Wrists	- 5			√
Use of Hands	11			1
Grasping/Squeezing	1			1
Operate Foot Controls	1			

URANCE		Seldom	Occasionally	Frequently	Continuously	Total Hours	Total Hours In
Activity	Never	1-5%	6-33%	34-66%	67-100%	At One Time	A Work Day
Sitting		√	X				(N)
Standing			1000		1	2 hrs.	Maximum 8
Walking					1	2 hrs.	Maximum 8
Change Positions					√		

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position: Print Employee Name **Employee Signature** Date **Employer Representative (Immediate Supervisor):** Signature **Print Name** Title Date Prepared by: **Director of Human Resources** In the event of an on the job injury: For physician to complete: Is this job appropriate? Yes No Date of Release: If not released to regular work at this time, please provide an "ANTICIPATED" DATE: Physician's Signature **Date**