

HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: Assistant Cook

Job Purpose Statement/s:

The job of "Assistant Cook" is done for the purpose/s of guiding assigned personnel in food service operation, under the supervision of a cook; preparing and distributing food service items for consumption by students and school personnel; maintaining inventories of food service items; and maintaining facilities in a sanitary condition.

Essential Job Functions:

- **Cleans** utensils, equipment and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions
- **Inspects** received items of food and/or supplies for the purpose of ensuring specifications, quantity and quality of orders and/or complying with mandated health requirements
- **Prepares** documentation for the purpose of providing written support and/or conveying information
- **Prepares** food and beverage items for the purpose of meeting mandated nutritional requirements and projected meal requirements
- **Responds** to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals
- **Serves** one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel
- **Stocks** food, condiments and supplies for the purpose of maintaining adequate quantities and security of items

Other Job Functions:

- **Procures** equipment and supplies for the purpose of maintaining an adequate inventory to complete jobs efficiently within budget guidelines
- **Directs** food service workers and other personnel as assigned for the purpose of maximizing the efficiency of the workforce and meeting shift requirements
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities

Essential Job Requirements - Qualifications:

- **Experience Required:** Prior job related experience in food preparation, serving and basic kitchen activities, with increasing levels of responsibilities, preferably in school and/or instructional setting.
- **Skills, Knowledge and/or Abilities Required:** *Skills* to perform basic arithmetic calculations, operate and care for institutional kitchen equipment, use standard office equipment. *Knowledge* of modern methods of food preparation, health codes and sanitation principles. *Abilities* to stand and walk for prolonged periods, provide direction to others and make independent judgments based on common sense, keep and maintain accurate records, understand and carry out oral and written instructions. Significant physical abilities include lifting/carrying/pushing/pulling, balancing, stooping, reaching/handling/fingering, talking/hearing conversations and other sounds (potential hazards), visual acuity/depth perception/visual accommodation.
- **Education Required:** High School diploma or equivalent.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, district required drug screen, BBP training.
- **Other Specialized Requirements:** Appropriate Food Handler Permit; complete