

Position Title:
Supervisor:

Assistant Cook 1
Head Cook

Purpose: To assist Head Cook with food preparation for the food service program according to the menus and to follow all standardized recipes. To assist with the serving of meals to all students and staff.

Duties:

- Ensure that all meals charged to customers meet all DPI guidelines.
- Responsible for proper utilization and storage of all food items.
- Responsible for cleaning and sanitizing all work areas.
- Prepare all cold food production and assist Head Cook when needed.
- Keep accurate daily production records according to DPI requirements.
- Record all cold food temperatures and serve within health department guidelines.
- Assist all cooks in the food service areas when needed.
- Communicate with Food Service Director any concerns about the department.
- Assist with any catering as requested.
- To maintain a neat and pleasant working environment.
- Assume Head Cook responsibilities in Head Cook's absence.

Skills:

- ServSafe certified
- Effective knowledge of weights and measurements
- Self-motivated and must enjoy working with children
- Effective written and oral communication
- Basic computer skills
- Must be able to work a minimum of 25 hours per week
- Ability to lift a minimum of 25 pounds
- Willingness to attend all required training as scheduled
- Team player

Job Description Approved: October 7, 2019