

**Position Title:**  
**Supervisor:**

**Assistant Cook 1 and Laundry Paraprofessional**  
**Head Cook**

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**Purpose:** To assist food service staff with food preparation for the lunch program according to the menus and to follow all standardized recipes. To run the computer system for the breakfast and lunch program for 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.
- Assist all cooks in the food service areas when needed.
- Communicate with Food Service Director any concerns about the department.
- To maintain a neat and pleasant working environment.

**Skills:**

- ServSafe certified
- 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