

**CHIPPEWA LOCAL SCHOOLS BOARD OF EDUCATION  
JOB DESCRIPTION**

<b>Position:</b>	Food Service Staff/Cook Assistant
<b>Reports to:</b>	Food Service Supervisor
<b>Employment Status:</b>	Regular/Part-time 3-hour
<b>FLSA Status:</b>	Non-Exempt
<b>Description:</b>	Helps in lunch preparation, assists in serving foods at lunchtime and helps with general cleanup duties. Serve on the line. Clean all areas. Assist with dishwashing when needed. Assist others in kitchen when needed.
<b>NOTE:</b>	The below lists are not ranked in order of importance

**Essential Functions:**

- Assist in the daily cleaning of all kitchen equipment
- Assist with meal preparation
- Assist with regular inventories of raw food, materials and equipment
- Attend meetings and in-services as required
- Ensure safety of students
- Follow rules, regulations, and policies of the school lunch program
- Follow the school district menu and see that all necessary foods and supplies are on hand in accordance with the menu
- Interact in a positive manner with staff, students and parents
- Maintain orderly and clean work areas
- Maintain respect at all times for confidential information, e.g., free and reduced lunch students
- Make contacts with the public with tact and diplomacy
- Prepare and serve food in an attractive manner
- Prepare and serve quality food to the students in a quick and pleasant manner
- Prepare sandwiches, hot and cold, casseroles, soups, pizzas, desserts, nachos, and other a la carte foods
- Promote good public relations by personal appearance, attitude and conversation
- Report the interior quality of food or faulty equipment to the appropriate supervisor
- Scrape trays during lunch periods when necessary
- Serve food to students when necessary
- Straighten and put away stock in storage areas
- Follow Health Department Regulations

**Other Duties and Responsibilities:**

- Adhere to rigid sanitary standards in work and attire
- Respond to routine questions and requests in an appropriate manner
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Performs routine housekeeping duties such as mopping up water and spills, cleanup of serving counters, etc.
- Performs other duties as assigned by the Head Cook

**Qualifications:**

- High school diploma or general education degree (GED)
- One to two years related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

- Required Knowledge, Skills, and Abilities:**
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
  - Ability to estimate the amount of food needed for one day's menu
  - Ability to follow recipes
  - Ability to read and understand verbal and written instructions, written warnings, and labels
  - Ability to work effectively with others
  - Ability to work quickly and efficiently during lunch periods.
  - Effective, active listening skills
  - Experience cooking in large quantities
  - Experience in preparing school lunches
  - Knowledge of various cooking procedures
  - Organizational and problem solving skills
  - Must have formal food service training or equivalent in experience
  - Ability to work independently

**Equipment Operated:**

- Can opener
- Conventional oven/stove
- Dishwasher
- Food processor
- Grinder
- Knives
- Microwave
- Mixer
- Slicer
- Steamer

**Additional Working Conditions:**

- Frequent excessive standing during assigned workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction among unruly children
- Occasional requirement to lift, carry, push, and pull various items up to a maximum of 50 pounds, 300 pounds (on wheels)
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, stoop, and balance
- Frequent repetitive hand motion, e.g., cutting and grinding
- Occasional requirement to travel, i.e., to pick up food and/or materials
- Occasional overtime work will be requested and expected of the employee

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

\_\_\_\_\_  
 Superintendent or designee

\_\_\_\_\_  
 Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date