

**ANTELOPE ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
ASSISTANT COOK**

POSITION: Assistant Cook

TERMS OF EMPLOYMENT: Range 1, 10 months/year

REPORTS TO: District Cafeteria Manager

MINIMUM QUALIFICATIONS:

- Eighth grade diploma or equivalent.
- First Aid and CPR certification desirable.
- Valid California Driver's License.
- Ability to lift considerable weight.
- Food Handlers Certificate

GENERAL SUMMARY

Under supervision; does routine manual tasks in a school cafeteria and performs other duties related to this job.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Mixes, chops, washes, and assemble foods and food ingredients.
- May transport meals to satellite sites.
- Observes safe and sanitary procedures and practices.
- Prepares and cuts food for cooking.
- Cuts food into serving portions.
- Washes pots and pans.
- Wipes off counters and cleans utensils, towels and equipment.
- Carries trays from one location to another.
- Replenishes food and utensils on the lunch line.
- Assists in dishing out meal portions.
- Assists in a variety of kitchen assignments.
- Assumes responsibilities of Cook/Baker or Head Cook in his/her absence.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of safe food handling practices.
- Knowledge of sanitation practices related to the cooking and serving of food.
- Ability to count, add, subtract, multiply and divide numbers.
- Ability to follow oral and written instructions.

 

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WORKING CONDITIONS

- Light to heavy physical effort; standing for extended periods of time; ability to reach in all directions; periodic lifting, carrying, load and unloading of food items (25-40 pounds).
- Moderate stress level.
- Primarily indoor cafeteria environment.

ENVIRONMENTAL CONDITIONS

- Work is predominately inside and generally provides protection from weather conditions, but not necessarily from temperature changes.
- Work surface: Work done primarily on concrete floors.
- Exposure to hot, cold, wet and humid conditions.
- Noisy work environment.

CONTACTS

- Daily contact with students, teachers, all school and District staff.
- Occasional contact with parents and community members and outside agency personnel.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

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APPROVED

Print Name: Tammy Alamo Title: CBO
Signature: T Alamo Date: 6-23-2022

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