

## Assistant Cook/Baker

### Purpose Statement

The job of Assistant Cook/Baker is done for the purpose/s of providing support to the food services process at assigned location with specific responsibilities for cooking food items that meet mandated nutritional requirements and/or requests of students and/or school personnel, verifying quantities and specifications of orders, and maintaining facilities in a safe and sanitary condition.

This job is distinguished from similar jobs by the following characteristics: The Assistant Cook works under general direction of the Cook/Baker. Advancement to Assistant Cook requires an ability to operate all food service equipment, prepare food items, organize a service line, operate a snack bar, and perform basic record keeping. Advancement to Cook Baker requires the ability to coordinate, lead, sequence cooking steps, assign tasks to Food Service Assistants, and perform scratch cooking and baking that usually requires more than one production phase.

This job reports to Director of Nutrition Services

### Essential Functions

- Assist with inspection of food items for the purpose of verifying quantity, quality, and specifications of orders, and complying with mandated health standards.
- Attend unit meetings, in-service training, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Clean utensils, equipment, appliances, storage, food preparation and serving areas for the purpose of complying with health and sanitation regulations.
- Cooks food, prepared and/or from scratch, for the purpose of meeting mandated nutritional and projected meal requirements.
- Evaluate prepared foods for flavor, appearance, and temperature for the purpose of providing items that will be accepted by students and/or staff.
- Inspect food items for the purpose of verifying quantity, quality and specifications of orders to meet preparation requirements and/or complying with mandated health standards.
- Inventory food, condiments, and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintain equipment, appliances, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Monitor kitchen and cafeteria areas for the purpose of ensuring safe and sanitary working and eating environments.
- Operate a snack bar (e.g. arranges food, accepts money and student meal cards, compiles daily receipts, end-of-day reconciliation, etc.) for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Order produce and canned goods for the purpose of ensuring adequate supplies to meet nutritional standards.

- Organize the service line(s) for the purpose of facilitating healthy food choices and efficient service.
- Report equipment malfunctions and plans preventative maintenance for the purpose of maintaining equipment in safe working order.
- Serve food items for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Stock food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.

### **Other Functions**

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment found in a commercial kitchen; and math skills for computing weights, measures, counts, and portions.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: institutional quantity food preparation, methods, procedures, and service line processes; safety practices and procedures; and food storage and sanitation practices.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities, working as part of a team, working with interruptions, following written and oral instructions, and working various shifts and locations.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 0% sitting, 50% walking, 50% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education (Minimum):** High school diploma or equivalent.

**Education (Preferred):**

**Equivalency:** Applicant is required to have a minimum of two years of experience in food preparation, food packaging, and serving.

### **Required Testing**

### **Certificates and Licenses**

Job-Related Skills Proficiency Test

Food Handlers/ServSafe Certificate

**Continuing Educ. / Training**

**Clearances**

Maintains Certificates and/or Licenses

Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

1/10/2023

**Salary Grade**

111

**Revised Date**