

THE TROY CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **FOOD SERVICE ASSISTANT - COOK**

Reports to: Kitchen Manager

Job Objectives: Prepares food. Maintains a sanitary and orderly work area.

Minimum Qualifications:

- High school diploma preferred.
- Meets all mandated health requirements.
- A record free of criminal violations that would prohibit public school employment.
- Food production skills and the ability to use commercial kitchen equipment.
- Ability to comply with nutrition, health, and safety regulations.
- Basic bookkeeping skills and the ability to apply basic mathematical concepts.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks with the kitchen manager for assignments and instructions.
- Seeks advice when expectations are unclear.
- Upholds board policies and follows administrative procedures.
- Supports community partnerships that enhance district programs.
- Carefully uses products and supplies to control costs and reduce waste.
- Keeps the kitchen manager informed about supplies and maintenance needed to avoid work schedule interruptions.
- Follows the published menus.
- Follows health department regulations (e.g., sanitation procedures, personal hygiene, temperatures etc.).
- Uses standardized recipes to maintain quality control.
- Prepares special meals for students with dietary restrictions.
- Replenishes supplies to maintain an orderly flow of customers.
- Maintains accurate records and submits reports on time.
- Ensures that kitchen food/supplies/equipment are properly stored or discarded for proper safety.
- Promptly documents/reports all safety incidences and/or accidents.
- Cleans, washes, and sanitizes equipment and food preparation areas.
- Operates dishwasher and verifies that it is operating correctly (e.g., water temperature/chemical levels to ensure proper sanitization).
- Operates the cash register. Ensures that money is exchanged correctly. Does not leave the cash register unattended.
- Maintains accurate records and submits reports on time. Accounts for all lunches. Compares cash register reports to production records.
- Counts and wraps money. Prepares bank deposits.
- Secures the cash register at the end of the workday or as directed.
- Serves food to our customers in an efficient way. Follows correct serving sizes.
- Learns how to operate the fire and safety equipment.
- Helps prepare for fire, health, and safety inspections.
- Maintains the confidentiality of privileged information.
- Secures the kitchen and storage areas as directed.
- Reports student discipline problems or other related concerns to the building principal.
- Takes precautions to ensure student safety. Reports suspicious circumstances immediately.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth activities as directed.
- Accepts responsibility for work-related decisions and conduct.
- Cross-trains with other food service staff. Helps other staff as needed to meet established schedules.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism.
- Carries out prescribed activities efficiently with limited supervision.
- Works cooperatively to support a successful team effort.
- Communicates effectively using verbal, listening, and writing skills.
- Reacts productively to interruptions and changing conditions.
- Averts problem situations and helps resolve work-related conflicts.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

District policies/procedures address workplace issues to minimize exposure to the following situations and factors that may not always be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include operating and/or riding in a vehicle.
- Duties require lifting, carrying, and moving work-related supplies/equipment, up to 30 pounds.
- Duties may include performing repetitive tasks quickly.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Duties may include bending, crouching, kneeling, reaching, and standing.
- Duties may include working in proximity to moving mechanical parts.
- Duties may include wearing protective clothing and using safety equipment.
- Duties may include working under time constraints to meet deadlines.
- Duties may include traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to the negotiated bargaining agreement.

The Troy City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.

Revised: May, 2019

Signature: _____ Date: _____