



Job Description

Position Title:	Food Service Substitute Cook		
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Reports to:	Cafeteria Manager	Pay Grade:	Sub Pay Rate
Terms of Employment:	<ul style="list-style-type: none">The Food Service Substitute is on-call as neededPay rate is \$14.00 hourly.	FLSA Classification:	Non-Exempt
Funding Source:	This position is locally funded		

Position Summary

To assist in the attainment of District goals by enhancing the learning and health of students by nourishing their bodies and minds through healthy, nutritious meals that are prepared and served in appropriate portions and that meet USDA menu requirements and maintain high standards of quality in food production, sanitation, and safety practices.

Essential Functions / Key Responsibilities

1. Prepare breakfast and lunch food items per manager's staff rotation schedule.
2. Serve and replenish food from station on serving line using prescribed method of service.
3. Check quality, temperature, and appearance of food, reporting any problems to manager.
4. Assist with storage and handling of food items and supplies.
5. Clean and maintain kitchen work areas and equipment according to instructions.
6. Maintain high standard for safety and sanitation policies and procedures.
7. Maintain clean and organized storage and garbage cans.
8. Operate tools and equipment according to prescribed safety standards.
9. Wash and sanitize pots, pans, and clean all equipment according to approved sanitation procedures.
10. Attend and complete required training related to position.
11. Keep informed of and comply with local, state, district, and federal policies, including daily attendance, punctuality, and confidentiality.
12. Regular attendance and punctuality are essential functions of the job.
13. Work cooperatively and safely with staff and co-workers.
14. Ability to demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment.
15. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Must obtain Food Handlers Certification from an (ANSI) American National Institute Standards accredited program. Non-refundable fee of approximately \$10.00 paid by the candidate. Certifications not accredited by ANSI must be registered with the Texas Department of State Health Services.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.



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Preferred Requirements

- Food service experience to include cooking, serving, cleaning, and sanitation.

Knowledge, Skills & Abilities

- Ability to read and follow recipes.
- Ability to understand food preparation and safety instructions.
- Working knowledge of kitchen equipment and food production principles and procedures.
- Have the manual skill necessary to perform food service work to include the ability to operate large and small kitchen equipment and tools.
- Ability to perform basic math calculations and have working knowledge of basic measurements for dry and liquid ingredients.
- Ability to follow written and verbal instructions.
- Office equipment and tools: personal computer, cash register, printer, copier, multi-line phone system
- Ability to communicate with and understand students regarding food allergies.
- Ability to communicate and understand verbal directions.
- Ability to read and understand written instructions.
- Ability to maintain emotional control under stress.
- Ability to work with frequent interruptions and deadlines.
- Ability to work appropriately with others in close proximity.

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Large and small kitchen equipment and tools including but not limited to electric slicer, mixers, steamer, sharp cutting tools, ovens, dishwasher, utility cart and braiser.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc. approved chemicals; work around moving objects or vehicles.

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing (stairs or ramps), balancing, twisting, bending/stooping, kneeling/squatting, pulling/pushing; reaching/overhead reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input.
- Intermittent: lifting, carrying, lowering up to 50 pounds, work on slippery surfaces and work with hands in hot water.

Supervisory Responsibilities / Direct Reports

- None



Job Description

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at:
<https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado inmigratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: _____

Date: _____