

### **Job Description**

**Position Title:** Assistant Cook Manager

**Location:** Cheney Middle School

**Department:** Food Services

**Reports To:** Director of Food Services

**Term:** Ongoing 182-day position beginning with the 2024-2025 school year

**Schedule:** Mon-Fri 8 hours/day. Approx. 5:30am-1:30pm.

**Salary:** Position follows the [2024-2025 Classified Salary Schedule](#) at A134. Starting salary begins at \$17.50-\$19.15/hour, based on experience.

**Date of last review:** April 2025

**SUMMARY:** The Assistant Cook Manager is responsible for supporting the Cook Manager in managing the school kitchen by providing leadership, support, and guidance to ensure that food standards, inventory levels, food safety guidelines, and customer service expectations are met. The Assistant Cook Manager prepares and serves meals to learners according to established methods and procedures while maintaining high standards of food preparation and service with emphasis on menu appeal and maximum nutritional value.

**To Apply:** Please complete the application and include three references.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty and requirement satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required for the role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(Other duties may be assigned)*

**Collaboration:**

- Assists the Cook Manager in overseeing the preparation and service of meals to students and staff by following established procedures.
- Develops positive, effective working relationships with learners and staff.

**Communication:**

- Maintains open and effective communication with building administrator.
- Provides on-going training and daily direction to food service employees.
- Evaluates work performance of food service workers.
- Connects and shares ideas through appropriate/applicable formats to express thoughts and ideas with integrity.

**Compassion:**

- Understands the complexities of cultural and global issues and how they relate to employee and learners' experiences.
- Partners with others to resolve potential controversy and conflict through respectful discussion.
- Proactively seeks to understand the ideas, opinions, and skills of others.

*Creativity:*

- Connects with team members and shares ideas in an effort to improve the overall learner and employee experience.

*Critical Thinking:*

- Prepares food items utilizing district approved standardized recipes and instructs personnel in the use of the recipes.
- Gives strict attention to product quality, portion control and minimization of waste.
- Adheres to budgeted staffing levels by ensuring kitchen staff work within assigned shift hours.
- Assists the Cook Manager in ensuring food product rotation by conducting weekly inventory of freezers, coolers and storerooms.
- Reasons, interprets, and analyzes information to generate new knowledge and understanding.

*Reflection:*

- Cleans work area using proper sanitation procedures and supplies.
- Attends and participates in monthly meetings, trainings and/or workshops.
- Maintains communication with supervisor and director regarding general feedback, career advancement opportunities, and areas of growth opportunities.

*Resilience:*

- Maintains composure while dealing with stressful situations.
- Proactively seeks out resolutions and takes initiative to resolve knowledge gaps.

*Responsibility:*

- Maintains facilities by making regular inspections of the kitchen, identifies and report problem areas, and follow up until completion.
- Supervises activities of kitchen staff in food preparation to ensure proper safety, sanitation, quality and portion control.
- Submits weekly food and supply order.
- Ensures that correct prices and meal policies are enforced by overseeing point of sale functions
- Maintains accurate records of daily food sales by reconciling cash from all cash drawers and recording daily meal reports.
- Maintains accurate production records for each meal.
- Carries out internal promotional programs for food service.
- Performs cashiering duties including the use of computer, handling money, and making change accurately.

***PHYSICAL DEMANDS AND WORK ENVIRONMENT:*** *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the essential duties and responsibilities of this role, the employee is regularly required to reach with hands and arms.
- While performing the essential duties and responsibilities of this role, the employee is regularly required to stand, walk, bend, talk, and hear.
- The specific vision abilities required for this role include close and peripheral vision.



- The employee may be required to lift up to ~30 pounds.
- The employee must work with the public and various WFPS staff while simultaneously managing several competing demands.
- The employee may be required to assist other food service workers in heavy lifting.
- The employee will frequently be exposed to items of high or cold temperatures, chemical compounds, and/or sharp edges.
- The employee will work in an environment that has a moderate to loud noise level.

### ***EDUCATION AND/OR EXPERIENCE:***

- High School diploma or General Education Degree (GED).
- Prior experience with large quantity food preparation.
- Basic computational skills.
- Prior experience working in a school setting is preferred.
- Prior experience working in an middle school setting is preferred.

### ***LANGUAGE SKILLS:***

- Ability to read, write, and comprehend simple instructions and short correspondences in the English language.
- Ability to communicate effectively verbally, expressively, and reactively.

### ***OTHER SKILLS AND ABILITIES:***

- Exercise confidentiality, discretion, and good judgement.
- Adhere to the assigned work schedule by maintaining regular and punctual attendance.

### ***SUPERVISORY RESPONSIBILITIES:***

- May supervise other members of the food service department.