

**WESTLAKE CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:**               **ASSISTANT COOK**

**File 301**

**Reports to:**       Assigned administrator/supervisor

**Job Objective:**   Prepares and serves meals.

- Minimum Qualifications:**
- High school diploma. Work skills substantiated by training and/or relevant work experience.
  - Ability to perform physically demanding work that includes lifting and/or moving heavy items.
  - Ability to prepare standardized recipes using commercial kitchen equipment.
  - An acceptable score on a pre-employment skill test may be required.
  - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
  - Demonstrates dependability/flexibility. Reacts to interruptions/emerging priorities effectively.
  - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
  - Maintains a record free of criminal violations that would prohibit public school employment.
  - Meets all mandated health screening requirements.
  - Respects privacy and maintains the confidentiality of privileged information.
  - Successful completion of a board-approved sanitation/food safety course may be required.

- Essential Functions:**
- **Performs food preparation and ancillary duties. Maintains high-quality standards that support the effective delivery of quality food services.**
  - Works effectively with limited supervision. Performs tasks efficiently to meet deadlines.
  - Assists with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages/spoiled products. Organizes, stores, dates and rotates stock as directed.
  - Follows published menus. Ensures that meals meet USDA child nutrition guidelines.
  - Uses standardized recipes to maintain quality control. Uses products carefully to control costs/reduce waste. Measures, weighs and adapts recipe ingredients accurately. Records food usage on production records. Notifies supervisor to replenish supplies.
  - Works with staff to address the needs of students with dietary restrictions.
  - Monitors compliance with district specifications and mandated regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, etc.). Monitors temperature controls.
  - Sets up serving lines. Gives attention to the attractive presentation of food. Replenishes food to maintain an orderly flow of customers. Provides substitute menu items as needed.
  - Operates the cash register or point-of-sale (POS) system. Follows district guidelines for personal checks/charges. Ensures that money is exchanged correctly and cash is not left unattended.
  - Uses the list provided by the Food Service Supervisor to verify free and reduced-cost meals.
  - Accounts for all meals served. Prepares a separate record of charges collected. Records unpaid charges at the end of each day. Reconciles shortages.
  - Counts/wraps money. Prepares/makes bank deposits. Submits records as directed.
  - Prepares an accounting of daily receipts and meals served. Prepares/makes bank deposits.
  - Prepares documentation required for state and federal audits/reports as directed.
  - Prepares/operates the dishwasher. Verifies equipment is operating appropriately. Monitors water temperature to ensure proper sanitizing cycle.
  - Follows established sanitization procedures to properly clean items that require hand washing.
  - Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, dining tables, etc.
  - Ensures that leftover food, supplies and equipment are stored properly.
  - Helps prepare for fire, health and safety inspections. Learns how to operate fire/safety equipment.
  - Reports to a supervisor personal injuries that require treatment.
  - Assists with special district events and non-school use of food service facilities as directed.
  - Protects district property. Secures equipment/storage areas as directed.

- General Duties:**
- **Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
  - Contributes to an effective and positive work/learning environment. Completes all assigned duties.
  - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
  - Maintains a professional appearance. Wears work attire appropriate for the position.
  - Maintains an acceptable attendance record and is punctual.
  - Strives to develop rapport and serve as a positive role model for others.
  - Supports community participation in school-sponsored activities.
  - Takes the initiative to perform routine tasks independently.

**Maintains open/effective communications.**

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to appropriate administrator(s).
- Seeks clarification when expectations are unclear.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy and exercises self-control when dealing with other individuals. Respects diversity.

**Pursues opportunities to enhance professional performance.**

- Cross-trains with other food service staff. Attends meetings/in-service programs as directed.
- Keeps current with technology and other skills associated with work assignments.
- Works toward mastery of individualized development/performance goals as directed.

**Takes precautions to ensure safety.**

- Intervenes to prevent/stop bullying and/or inappropriate student behavior.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Upholds the student conduct code. Maintains high expectations for appropriate student behavior.
- Watches for situations that may indicate a problem. Helps supervisors manage/eliminate risks.

**Performs other specific job-related duties as directed.**

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

**Working  
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or prolonged standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, loud sounds and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks for prolonged periods.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Westlake City School District.

The Westlake City School District is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.

**Revised:** June, 2011