

ASSISTANT COOK

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for participating in the preparation, cooking, and portioning of food on a large scale. The work involves assisting an experienced Cook or Cook Manager and does not require full responsibility for the kitchen. Work is performed under the supervision of a higher level employee, such as a Cook or Cook Manager. Supervision may be exercised over Food Service Helpers and other school lunch staff.

TYPICAL WORK ACTIVITIES:

1. Participates in the preparation of meals using standardized recipes and portions;
2. Participates in the supervision and training of Food Service Helpers and other school lunch staff;
3. Supervises and participates in the cleaning of working, serving, storage and dining areas, and in the care of equipment;
4. Participates in the exchange or substitution of menu items;
5. Receives and stores food and supplies;
6. Operates kitchen equipment, such as slicing machines, grinders, bulk mixers, coffee makers, dishwashers, etc;
7. Reports necessary repairs to appropriate personnel;
8. Attends in-service training sessions;
9. May assume responsibilities of Cooks in their absence;
10. May keep simple records;
11. May serve as Cashier;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of large-scale preparation, cooking and serving of food; working knowledge of the nutritional aspects of food; working knowledge of modern cooking utensils, appliances and equipment; ability to use supplies, equipment and foods effectively; ability to acquire the knowledge to utilize and adjust standardized recipes; ability to supervise the work of others; ability to understand and carry out oral and written directions; ability to maintain records and make reports; ability to relate well with others; courtesy; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Completion of a recognized training program in institutional cooking of at least six (6) months duration;
- OR: (B) One (1) year of large-scale cooking experience;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

SV2410

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