

**TRI-COUNTY SPECIAL EDUCATION
JOB DESCRIPTION**

TITLE: ASSISTANT COOK

QUALIFICATIONS:

1. Must have a State of Illinois Department of Public Health Food Service Sanitation license. Must meet all health standards as prescribed by the local health authority and state mandates.
2. Demonstrated aptitude or competence for assigned responsibilities.
3. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

EDUCATIONAL REQUIREMENTS:

High School Diploma or GED.

REPORTS TO: Head Cook, Food Service Director, Principal

JOB GOAL:

The Assistant Cook will assist in serving students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth.

TERMS OF EMPLOYMENT

The Assistant Cook will normally work the 176 student attendance days and an additional 5 days as needed and assigned by the supervisor. The work day will normally consist of an eight hour day as assigned by supervisor, with work hours determined by the supervisor.

PERFORMANCE RESPONSIBILITIES

1. Assists in the preparation and serving of food in a quick and pleasant manner.
2. Assumes responsibility for seeing to it that during meal service periods the supply of food offered is replenished regularly.
3. Assists in the daily clean-up of the kitchen and service areas.
4. Performs major cleaning of refrigerators and storerooms at regularly scheduled intervals as designated by the cook.
5. Assumes responsibility for storage and disposal of unused foods.
6. Must be able to handle multiple tasks at the same time.
7. Performs all other duties as assigned by the cook.

PHYSICAL DEMANDS

The physical demands 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 duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a cash register.

The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food, etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100 and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has a greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.