

**LITTLE WOUND SCHOOL  
JOB DESCRIPTION**

**COOK'S HELPER**

**JOB SUMMARY:** To assist with a variety of cooking and baking tasks and in the preparation and serving of food as assigned. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class normally performs the more routine functions of food preparation and serving tasks as assigned and coordinated by the Cafeteria Manager.

**JOB RESPONSIBILITIES:**

1. Assists in the preparation of a variety of breakfast, lunch and supper items.
2. Prepares or assists in the preparation of food for serving within established time constraints.
3. Bakes a variety of bread and pastry.
4. Maintains assigned work areas and serving counters in a clean, neat, orderly, and sanitary condition.
5. Operates and cleans a variety of food service equipment and machines including warmers, stove, ovens, slicers, steamers, and mixers.
6. Scrubs, sanitizes, and stores pots and pans, utensils, trays, and dishes.
7. Serves food in individual portions to students meeting State and Federal guidelines.
8. Sets up serving counters and lines.
9. May assist in the inventory of stored, refrigerated, and frozen food as assigned.
10. Performs under the coordination and monitoring of the Food Service Manager on a day-to-day basis.
11. Participates in at least six (6) hours of annual continuing education/training.
12. May monitor and coordinate the work of substitute or temporary workers as assigned.
13. May operate a computer.
14. Adhere to LWS Policies and Procedures.
15. Performs other duties as assigned by the supervisor which are in the scope of the position.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is required to be on his/her feet for extended periods of time. The employee frequently must squat, stoop on knees, reach above the head and reach forward. The employee continuously uses hand strength to grasp utensils or carry pots and pans. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 50 pounds such as crates, bags or carton of canned or fresh produce. The employee will sometimes push/pull items such as tables, or bulk food carts.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee regularly works indoors. The employee will work near or with food preparation equipment. The

employee may occasionally work with toxic or caustic chemicals such a degreasers and sprays. The employee must be able to meet deadlines with severe time constraints.

## **QUALIFICATIONS, KNOWLEDGE AND ABILITIES:**

### **Education:**

1. High school diploma or equivalent required.

### **Must have knowledge of:**

1. Basic principles and methods of quantity food preparation and service.
2. Basic baking and cooking practices and methods.
3. Basic sanitation and safety procedures associated with food preparation operations.
4. Safe and proper operation of equipment machines, and utensils used in quantity food preparation and serving operations.

### **Must have the ability to:**

1. Understand and follow both oral and written instructions.
2. Prepare and bake a variety of foods in large quantities and within established time constraints.
3. Apply proper sanitation and safety requirements associated with food preparation and serving operations.
4. Operate quantity food preparation and serving appliance machines and equipment in a safe and effective manner.
5. Establish and maintain effective work relationships with those contacted in the performance of required duties.
6. Work evenings or weekends, if requested.
7. Ability to pass an annual health examination.

Approved: March 7, 2016