



# Oroville School District

816 Juniper Street Oroville, WA 98844  
509.476.2281 [www.oroville.wednet.edu](http://www.oroville.wednet.edu)

## Assistant Cook & Prep Lead at Secondary

**Reports To:** Building Administration, Chartwells Supervisor

**Building:** Elementary & Junior/Senior High School

**Hours/Days:** 8 hours per day/176 days per year

### Responsibilities:

#### 1. Food Preparation/Serving

- Prepare all menu items using established departmental policies, guidelines and procedures.
- Assures presentation of all menu items adhere to standards.
- Assist in supervising student meal service to ensure the requirements for reimbursable meals are being met and foods are sufficient and available for service in a timely manner.
- Assist in putting away any leftover foods in the appropriate containers and storage areas, whether it is the refrigerator, freezer or stock room
- Assists with the training of new employees.
- Serves food in proper pre-determined portion sizes, ensures correct serving temperature and quality.

#### 2. Set Up/Clean Up

- Sets up, maintains and breaks down salad bar/carts/hot cases, etc.
- Cleans the production areas, lunchroom floors and tables.
- Cleans cafeteria including serving area continually.
- Maintains appearance of all equipment, serving counters, freezers, refrigerators, and stock rooms.
- Adheres to all sanitation regulations.

#### 3. Stocking/Transporting

- Receives and transfers food and supplies to storage areas when needed.
- Receives deliveries when assigned
- Stay informed of all nutritional information, kitchen supplies and health codes for state requirements for school food service.
- Notify lead server of low product levels, and problems or suggestions for improving meal service.
- Other duties as assigned

#### 4. Other Duties

- Cope with stressful situation and large groups of students and staff, while maintaining composure and professionalism.
- Work with students P-12, parents, and community members in a friendly manner.
- Attend in-service, workshops or trainings for the purpose of gathering information required to perform job functions (i.e. Required OSPI training hours).
- Recognizes and reports all necessary facilities maintenance promptly.

**Education and Experience:** High School Diploma, GED preferred or equivalent combination of education and experience. Must have prior experience assisting in the supervision a food service

operation.

**Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a variety of contributing factors.

**Other Qualifications:** Must possess valid Food Handler's Permit. ServSafe certified desired. Culinary and leadership experience in either commercial or retail food services.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to stand, walk, and taste or smell. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds.

**Work Environment:** While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; precarious places (i.e. high spaces requiring ladders, freshly mopped floors, etc.; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment is usually moderate.

### **ACKNOWLEDGMENT**

I have read and understand this Job Description and I am physically able or with reasonable accommodation, will perform these duties to the best of my knowledge and ability.

Reasonable Accommodations Needed:

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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Employee's Printed Name