LA HABRA CITY SCHOOL DISTRICT
JOB DESCRIPTION

COOK'S HELPER

Definition

Under supervision of Director of Food Services, assists in the preparation of food in a school cafeteria.

Typical Tasks

- Prepares and cooks main dish items.
- Prepares vegetables and fruit for salads; prepares desserts and baked items.
- Assists in serving meals.
- Fills and operates dishwasher; cleans and washes utensils, pots and pans.
- Maintains strict standards of sanitation keeping the kitchen in a clean and orderly condition.
- May serve as cashier; balance cash receipts and print reports.
- May assist with monthly inventory and placement of orders.
- May assist in maintaining production and transport records.
- Performs other related duties as assigned.

Minimum Qualifications

Education: Completion of high school or General Education Diploma (GED).

Experience: One year of experience in a Food Service program.

Knowledge of: Quantity food production; School Food Service meal pattern; basic kitchen utensils, equipment, and food service sanitation.

Ability to: Follow oral and written instructions; work well with students, staff and co-workers.

Certificate Requirement: Must secure Food Handlers/Food Safety certification within six months of employment.

Must pass pre-employment physical prior to first day of employment.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential

functions of a position in this Food Service Classification. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: While performing the duties of this job, the employee generally works in an indoor kitchen environment with exposure to heat from ovens, hot foods and steamers and cleaning chemicals, fumes, equipment, and metal objects. Employees also work around knives, dicers, mixers, slicers and other sharp objects. Work surfaces may be slippery. The noise level in the work environment is usually moderate but may be loud dependent on specific work site and /or equipment operation.

Physical Demands: While performing the duties of this job, the employee is regularly required to stand for extended periods of time, twist at the neck and trunk, bend at the waist and stoop, kneel, crouch, or crawl. The employee is occasionally required to reach with hands and arms, reach overhead, above shoulders and horizontally. Employees will use hands to handle objects and tools, and operate nutrition service equipment. The employee must regularly lift and/or move up to 25 pounds and occasionally lifts and/or move up to 40-pound objects. These objects include sacks/boxes of food and supplies, pots/pans of food, food carts, kettles, small equipment, etc. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employees may use vision to monitor food quality and quantity and may also order supplies, serve students, collect money, etc. Also required are hearing and speaking abilities to exchange information and if required, supervise school site student and parent helpers.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Salary Range: 20
Schedule: 2

Last Revised by Personnel Commission 1/4/2005
PRESENTED TO THE PERSONNEL COMMISSION: August 10, 2010 (1st Reading)