



School Nutrition Assistant III (Production Cook)

Nature of Work

The School Nutrition Assistant III works in the Central Production Kitchen as a Production Cook. They contain complete knowledge of preparation of common foods. They delegate and oversee the work of lower level assistants. The employee must plan sequence of steps for work to be done by self and assistants. The employee is expected to solve problems independently. The employee receives limited supervision.

Essential Functions

Food Production and Service

- Prepares and serves a variety of specialized foods.
- Uses standardized recipes and makes substitutions with approval of the manager.
- Confers with the manager in projecting quantities of food to be needed.
- Determines tasks to be performed.
- Assigns selected tasks to assistants with deadlines.
- Instructs other employees in food preparation and serving techniques.
- Proportions product into prescribed serving size and serves food items on serving line

Performance

- Maintains cleanliness of assigned work areas found in cleaning schedule (ex. floor, serving line, tray line pans, utensils, milk box, trash, etc)
- Follows HACCP policies and procedures, and handbook guidelines
- Attends trainings as assigned, to ensure federal, state, and local guidelines are being followed (six hours' minimum required)
- Attends team meetings and participates willingly
- Observes areas where help is needed and does whatever is needed to expedite the work
- Serves students/customers in a friendly and efficient manner
- Communicates with other employees in a respectful and positive manner

Additional Functions

- Reports improper actions to the manager.
- Inspects kitchen activities to insure safety and sanitation procedures are followed.
- Organize storage areas such as freezer, refrigerator and dry storage room
- Assist in properly dating and storing inventory once received
- May be required to perform point of sale operations
- Notifies manager of equipment repairs needed.
- Records material and supplies needed.
- Performs other tasks and assumes other responsibilities as the manager may assign

Requirements

- Valid driver's license
- Considerable knowledge of food preparation and standards of sanitation and safety
- Skill in use of food preparation equipment
- Ability to schedule tasks for self and others
- Ability read and comprehend equipment manuals and other routine written materials



Physical Demands

To perform the essential functions of this job the employee must:

- Stand and walk approximately 90% of the work day
- Occasionally sit, climb, balance, stoop, kneel, crouch, or crawl approximately 10% of the day
- Frequently lift or move objects up to 20 lbs. and occasionally lift or move objects up to 50lbs.
- Have adequate vision (i.e. close vision, distance vision, color, peripheral vision, depth perception, and ability to adjust focus.)

Environmental exposures include:

- Walk in freezer/refrigerator temperatures reaching below 0 degrees F
- Discomforting warm temperatures during food preparation times
- Loud noises
- Getting wet while washing dishes and/or cleaning

Preferred Education and Experience

- Experience in quantity food preparation
- Certified through ServSafe or other safe food handling accreditations.

Position Type/ Expected Hours of Work

This is a full time salaried position, working up to 8 hours, with start times as early as 5:30 am and leave times as late as 3:30 pm. This position requires infrequent Saturday work days (approximately 4-5 days/year). Due to nature of a year round school schedule, approximately four seasonal 2-3 week long breaks will be expected with paid time off. Occasional holidays will be observed with paid time off as well.

Additional Information

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time or without notice. The School is an at-will employer, which means that your employment with the School is for no specific period of time and may be terminated by the School, with or without prior notice and with or without cause.