



## COMPENSATION AND CLASSIFICATION

### PEMAYETV EMAHAKV CHARTER SCHOOL CAFETERIA COOK ASSISTANT

#### **JOB DESCRIPTION QUALIFICATIONS:**

- (1) Must possess an understanding and caring attitude towards children and youth.
- (2) A High School diploma or equivalent GED is required.
- (3) A minimum of six months of experience working in food service line settings or a related field is required.
- (4) Satisfactory criminal background check and drug screening.
- (5) Ability to perform the essential functions of the position.
- (6) Demonstrate excellent organizational and interpersonal skills.

#### **NATURE OF WORK**

The incumbent in this position is responsible for assisting the Cook(s) in preparing and/or serving foods and beverages in one or more of a variety of food services environments within the Pemayetv Emahakv Charter School. The individual serves food items to students from counters and/or steam tables, in accordance with specific instructions, ensuring that appropriate portions are served. The incumbent may prepare salad items, hot and cold foods, and assist in the preparation of bakery items. This position reports to the Cafeteria Manager or designee.

#### **ILLUSTRATIVE TASKS**

The listed duties are only illustrative and are not intended to describe every function that may be performed by this position. The omission of specific statements does not preclude management from assigning duties not listed, if such duties are a logical assignment to the position.

Sets up food service, kitchen, or salad area, equipment, and utensils, under detailed instructions, in accordance with specific needs; checks food temperatures and/or prepares areas for daily operations.

Conveys food and supplies from the main kitchen, bakery, and /or salad preparation area to the cafeteria/serving site, either by carrying or by utilizing a motorized cart.

Prepares or assists the cook(s) in the preparation of hot and cold meat and vegetable dishes, beverages, salads, sandwiches, pie fillings, simple bakery items, salad dressings, and/or other similar food items. May operate cooking or bakery equipment as assigned.

Serves food items to students from counters and/or steam tables, in accordance with specific instructions, ensuring that appropriate portions are served.

Replenishes food, silverware, glassware, dishes, and trays at serving stations; may order and replenish condiments.



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Attends to day-to-day problems and needs concerning equipment and food supplies; detects and ensures disposition of spoiled or unattractive food, defective supplies/equipment, and/or other unusual conditions.

Performs additional job-related duties as assigned.

### **KNOWLEDGE, ABILITIES, AND SKILLS**

- Knowledge of dietary standards/principles.
- Knowledge of food service lines set-up and temperature requirements.
- Knowledge of food preparation and presentation methods, techniques, and quality standards.
- Knowledge of the rules and procedures of sanitation and safety as they apply to production, storage, and service within a food establishment.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Demonstrates skill in cooking and preparing a variety of foods.
- Ability to follow routine verbal and written instructions.
- Ability to safely use cleaning equipment and supplies.
- Ability to understand and follow safety procedures.
- Ability to establish and maintain effective working relationships with the general public and co-workers,

### **PHYSICAL DEMANDS**

Considerable physical activity. May require handling and lifting objects that can weigh up to 50 lbs. The work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.

### **WORKING CONDITIONS**

Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.



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### **EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the school's policy on evaluation of paraprofessional personnel.

I acknowledge that I have received the job description associated with my responsibilities and I understand the expectations of my position. I understand that should my performance not meet the expectations established by the school. I will receive written notice during a conference with appropriate administrative staff and will be given the opportunity to improve unless the infraction is of a serious nature, which may include, but not be limited to, violation of Florida's Professional Ethics, insubordination, etc. I also understand that I am required to perform such other tasks and assume such other responsibilities as the principal/director may from time to time assign.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Employee's Initials