



PO Box 185 ~ 511 Broadway
Melba, Idaho 83641
phone 208-495-1141 ~ fax 208-495-1142
www.msdl36.org

Title: Assistant Cook
Pay Grade: As Per the District Classified Pay Scale
Supervisor: Food Service Supervisor

Job Summary:

To assist the cook in preparing and serving students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth in harmony with state and federal guidelines.

Essential Duties and Responsibilities:

Must report to work onsite and on time.

1. Help prepare daily school meals on time and according to a planned menu and to standards set forth by the appropriate state and federal agencies and the District's food service department
2. Maintain the highest standard of safety and cleanliness in the kitchen and cafeteria
3. Prepare food according to a planned menu and tested, uniform recipes and determine if the finished product is of high quality both in flavor and appearance before it is served
4. Assist in the proper storage of all food items, keeping frozen and refrigerated items at the required temperatures
5. Help determine the quantities of each food to be prepared daily and the size of serving to meet the necessary age requirements as requested
6. Assist in the serving of food, and be responsible of replenishing the supply of foods during serving periods
7. Assist in the daily clean-up of the kitchen and service areas
8. Keep the refrigerators and storerooms clean
9. Help process all delivery receipts, bank deposits, payrolls, and daily sales records as directed
10. Assist in ordering necessary supplies
11. Report to the head cook any faulty or inferior quality food that is received
12. Assist in maintaining storeroom inventory by helping to check in shipments and order supplies as needed
13. Assist in the disposal of unused food
14. Assist in requisitioning food stuffs and verifying receipt of food shipments
15. Report immediately to the building principal any problem or accident occurring in the kitchen or cafeteria area
16. Maintain friendly relations with other school staff and with lunchroom customers
17. Prepare all reports as directed by the Food Service Supervisor
18. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservices. This shall include at least six hours per year **[FOUR HOURS PER YEAR FOR STAFF WHO WORK LESS THAN 20 HOURS PER WEEK]** of training in free and reduced price eligibility, application, certification, and verification procedures, the identification of reimbursable meals at the point of service, nutrition, health and safety standards, and any other topics required by the Food and Nutrition Service of the United States Department of Agriculture

Title: Assistant Cook
Rev: March 21, 2024

19. Seek assistance should emergencies arise
20. Represent the school district in a positive manner
21. Know and follow school district policy and chain of command
22. Perform other duties as assigned

Qualifications:

1. High school diploma or General Education Degree
2. Previous experience in large-scale food service preferred
3. Knowledge of the principles of food management, nutrition, sanitation, and applicable federal and state law, administrative rules, and Board policy
4. General knowledge of the best methods of preparing and cooking food in large quantities and ability to adjust recipes to the quantity required
5. Ability to stand and walk for most of the day, carry hot pans, push carts, stoop and reach for heavy items
6. A general understanding of Material Safety Data Sheets
7. Excellent interpersonal and communication skills
8. Self-motivated
9. Works well with students and staff
10. Excellent organizational skills
11. Maintain confidentiality of staff and students

Evaluation:

Performance of this position will be evaluated annually by the head cook and/or food service supervisor in conformance with federal and state law, administrative rules, and Board policy.

Terms of Employment:

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

Reviewed by _____ Date _____

My signature acknowledges that I have read and understand this job description, can fulfill the essential job functions as listed, and have been provided a copy.

Supervisor _____ Date _____