

## **SUPPORT STAFF POSITIONS (FOOD SERVICE PERSONNEL/ASSISTANT COOK)**

### QUALIFICATIONS

1. Can read and understand recipes and menus.
2. Can prepare proper amounts of food for meals with various portion sizes.
3. Can correctly assemble, operate, disassemble, and clean all food service equipment needed to perform duties.
4. Be in good health and be physically able to perform duties.

### RESPONSIBILITIES

1. Implements and understands portion control.
  2. Records all food used listing purchased food and commodities separately.
  3. Attends a certification school at discretion of food service director.
  4. Prepares appetizing and tasty food.
  5. Keeps work area and equipment clean.
  6. Comprehends new food trends in areas of preparation.
  7. Assists bakers and head cook.
  8. Communicates with manager, faculty, staff, and students. Cooperates with fellow workers.
  9. Follows state and local health regulations.
  10. Has basic knowledge of equipment operation and maintenance.
  11. Follows the policy handbook as published by the school district.
  12. Assumes other duties that may be assigned.
  13. Understands and follows proper handling and storage of food.
- \* Assistant cook is directly supervised by manager and head cook.