Updated 7/22/19

**Title:** **Assistant Food Services Director/Cook**

Supervisor/Evaluator: Superintendent or designee

Terms of Employment: Typically, work days are primarily during the school year on days with student attendance (7:30 a.m.-1:00 p.m.), 15 minute break, and leaves are determined by Board Policy 5:330 (less than 12-month support staff). Additional work days for deep cleaning and/or staff institute days are assigned accordingly.

Job Tasks/Responsibilities:

Assisting Food Services Director/Cook

* Assist with compliance with all federal, state, and local regulations
* Assist with ordering and purchasing of food supplies of appropriate quality at the best available cost per unit
* Assist with receiving orders, checking quality, verifying invoices, and storing properly
* Assist with maintaining highest standards of sanitation
* Assist with maintaining food cost control, menu costing, inventory and participation records
* Assist with providing a safe and pleasant atmosphere in which to work
* Assist with the helping and assistance of all staff with requests for use of the kitchen
* Assist with establishing menus that meet nutritional and institutional requirements, are appetizing, attractive, high quality, and within cost limitations
* Assist with providing nutritional education to students and using student input in menu planning
* Assist with preparing food in a safe and sanitary manner
* Assist with promoting an enjoyable experience for all students and staff
* Assist with establishing serving line in an orderly and efficient manner
* Assist with promoting positive relations with all
* Assist with ensuring menu and food service meets requirements of Federal and State Programs
* Assist with preparation and clean-up of the cafeteria
* Assist with coordinating and facilitating staff meals as requested

General

* Attend work in a timely manner on a daily basis
* Demonstrate appropriate appearance on a daily basis
* Demonstrate cooperation with all staff
* All other duties assigned as “other”