Job Title: Assistant Cook

Job Summary:
The Assistant Cook will report to the Kitchen Manager and the Director of Nutrition Services and will be responsible for the preparation and serving of food complying with all applicable state sanitation, health, and personal hygiene standards by following established food production policies and procedures for the health and benefit of the students.

Essential Job Functions:
This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Repeatedly lift and/or otherwise move cases, pans of food, and other materials.
- Pack food properly for transportation to area schools, meal sites, and assist with deliveries.
- Assist in serving students by following USDA guidelines and ensuring that their needs are recognized and acknowledged.
- Maintain confidentiality.
- Operate kitchen equipment, mechanical dishwasher, and other equipment as needed.
- Clean kitchen areas, equipment, mechanical dishwasher, and other equipment as needed.
- Store food as directed.
- Assistant in keeping the serving line moving quickly and efficiently by keeping the line adequately supplied with food as directed by the kitchen manager.
- Maintain a sanitary and safe kitchen.
- Assistant Cook is responsible for notifying the Kitchen Manager of all absences.
- Willingness to move up to manager as necessitated by absence of kitchen manager.
- Other duties as assigned by Kitchen Manager.
- Assist in upholding and enforcing school district rules, administrative regulations, and board policies.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Requires the use of multiple communication systems, such as electronic mail and computers.
- Inspect school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- The employee shall maintain a consistent presence at the assigned work site(s) and work the regular work hours specified by the contract.
- Professionally interact with colleagues, members of the public, and students.
- Comply with all District policies and all applicable laws.
- Perform special assignments and other duties as assigned or required by the supervisor.
- Ability to complete 6 hours of training annually as required by the USDA.
- Maintain the ability to stand, reach, lift, bend, kneel, stoop, climb, push, pull, and lift items weighing 50lbs or less. Stand or walk 95 percent of the workday.
Desired Skills:

- Ability to work quickly and accurately in a fast paced environment.
- Knowledge of measuring, weighing, following recipes, and operating equipment in a production kitchen.
- Numerical and clerical ability to calculate and record production quantities and inventory.
- Maintain the ability to stand, reach, lift, bend, kneel, stoop, climb, push, pull, and lift items weighing 50lbs or less. Stand or walk 95 percent of the workday.
- Health and physical stamina to stand on feet for extended periods of time and the strength to lift bulk items, food preparation kettles, and pans when full.
- Must be pleasant, cooperative, and able to work with students, teaching staff, co-workers, and the public.
- Must be neat, clean, and dress appropriately.
- Some experience as a food service worker is highly desirable.
- Must be willing to maintain and update food service abilities by attending workshops, conferences, food shows, and/or in-service programs.
- Experience in quantity food production and preparation preferred.
- Must be able to read, write, and do basic mathematics such as extrapolation recipes, keeping records, making changes, counting money, and making reports.
- Exhibit willingness to learn and follow procedures.
- Demonstrates ability to communicate clearly and effectively in both oral and written communication.
- Working knowledge of district-adopted software, including Microsoft Office.
- Ability to establish cooperative working relationships with district staff to enhance the completion of assigned tasks.
- Flexible in learning new concepts, cooperates with others, and adapts to a variety of assignments and conditions.
- Sets and attains high level of expectations with a commitment to using available resources in a way that accomplishment occurs.
- Demonstrates the ability to learn new ideas and skills for solving problems in a dynamic team environment.
- Demonstrates ability to relate and work effectively with staff and community.
- Demonstrates personal characteristics of flexibility, high-stress tolerance, reliability, punctuality, dependability, and an ability to maintain confidentiality.
- Ability to lift objects weighing up to 70 pounds.
- Ability to maintain high standards of professionalism and diplomacy in dealing with the public and district staff.

Minimum Qualifications:

- Must hold a valid food handlers’ permit issued by Spokane County Health District.
- Must provide proof of immunization against hepatitis A.
- Required to have a valid First Aid card including CPR and training for HIV/AID procedures.
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance.
- Valid Washington State driver’s license or evidence of mobility.
- Proof of Immunization (if born 1/1/57 or later).
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act.
- Completion of all district-required trainings within thirty (30) calendar days from hire date.
**Work Environment:**
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee may be required to deal with distraught and/or angry persons and may be exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

**Evaluation:**
The Assistant Cook shall be evaluated per the terms of the Public School Employees Collective Bargaining Agreement and Nutrition Supervisor. The process shall include an evaluation of the employee’s performance of the above essential job functions and desired skills.

**Classification History:**
Job description developed: May 2015
Job description revised: July 2017

East Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX/ADA/Civil Rights Compliance Coordinator: Thomas Gresch, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830 grescht@evsd.org. Section 504 Coordinator: Maureen Lyden, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830, lydenm@evsd.org.