



Helping Stars Shine Their Brightest!

## JOB DESCRIPTION

### ASSISTANT COOK

Under the general supervision of the site supervisor in regard to daily center activities, the assistant cook shall:

1. Assist in the preparation and service of appetizing and appealing meals.
2. Perform meal production duties according to set sanitation and safety procedures
3. Assist in record keeping and compiling reports as assigned.
4. Assist in menu planning as assigned.
5. Assist in the implementation of nutrition education activities in cooperation with the teaching staff, and participate as needed with the children.
6. Prepare meals in the absence of the cook.
7. Plan purchases of food from assigned vendor and shop at local market as needed.
8. Perform kitchen clean-up and cooking equipment washing.
9. Assist with transporting food from one site to another, when necessary.
10. Perform other duties as assigned.

### EMPLOYMENT STANDARDS

#### Preferred Education and Experience:

- Minimum high school level reading and writing skills.
- Minimum of six months experience in the food services field.

**Knowledge and Abilities:** General knowledge of the principles of cooking and basic nutrition. Ability to work as a flexible team member. Knowledge of and ability to follow established sanitation and safe food handling. Ability to work well with children and parents. Ability to effectively speak read and write the English language.

**Physical Abilities:** Ability to effectively use hands and fingers in the grasping of kitchen equipment and moving of items weighing up to 25lbs. Ability to move freely around the kitchen and storage areas to perform food preparation and food serving duties. Frequent walking, bending, reaching, twisting, and prolonged periods of standing. Exposure to noise, heat, and hot and cold surfaces. Requires coordination and dexterity in handling kitchen equipment and preparing food. Good vision and hearing ability essential in ensuring kitchen safety.

#### License or Other Requirements:

Possession of a valid California driver's license and access to dependable automobile and proof of appropriate insurance coverage is preferred and may be required depending on assigned center. Must wear hairnets, closed toe rubber soled shoes, and apron. Must submit to a job-pertinent agency-paid pre-employment physical examination, negative tuberculosis test and criminal record background check. Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic physical examinations and annual TB clearances will be required if hired. Mandated reporter.