



**PITTSFIELD PUBLIC SCHOOL DISTRICT  
School Nutrition Program**

**POSITION DESCRIPTION**

**TITLE: Assistant Cook**

**STATUS:** Non-Exempt  
**REPORTS TO:** Cook/Manager

**SHIFT:** Varies  
**DATED:**

I. Position Summary

The Assistant Cook works under the supervision of an assigned manager/supervisor and in partnership with others in the school nutrition program and school district to support a sound school nutrition food program while following federal, state, and local guidelines. The job functions include food production; sanitation, safety, and security; customer service; program regulations and accountability; equipment use and care; and professional excellence. The school Cafeteria Assistant Cook shall perform all of the duties associated with the position and shall perform all legal tasks, responsibilities and duties as directed by the School Cafeteria Cook-Manager and/or Director of Food Service.

II. Essential Functions of Position

1. Assists Cook/Manager in the preparation of food from an approved menu, using standardized recipes.
2. Assist cook/manager in implementation of food production and cleaning schedules.
3. Maintains efficient, orderly operation of the school kitchen in the manager's absence.
4. Works with cook/manager to determine that the food meets acceptable standards for quality and appearance, controlling production quantities to prevent waste.
5. Maintains quality standards for the presentation and service of food in a pleasant environment.
6. Follows administrative guidelines and policies for proper use and care all equipment. Assists cook/manager in supervising food service personnel in the safe, proper and efficient use of all kitchen equipment.
7. Maintains an environment conducive to protecting the health and well-being of the school's children and staff through high levels of food safety and sanitation standards.

8. Collects and washes dishes and cooking utensils. Cleans counters and kitchen equipment using acceptable sanitation standards.
9. Maintains integrity and accountability of the School Nutrition Program through compliance with all federal, state, and local regulations.
10. Assists in receiving and verifying deliveries of food and supplies.
11. Keeps accurate production records for area of responsibility using a form mutually agreed to by the District and the Union.
12. Accurately records lunch through proper cashiering practice.
13. Orders food and supplies for area of responsibility through the Cook-Manager.
14. Ensures compliance with school/district policies and procedures. Communicates effectively with unit manager and other employees
15. Performs all duties and responsibilities in an ethical and professional manner.
16. Other duties and responsibilities which are consistent with the essential functions of this position may be assigned from time to time as business needs require.

III. Required Education, Skills and Experience

High School Diploma or GED  
Serv-Safe Sanitation Class required (provided by employer)

IV. Other Requirements and Working Conditions

1. Physical requirements to carry out the responsibilities of the job include carrying and lifting between 15-44 pounds, stooping, walking, climbing (stairs, step stool), crouching, kneeling, pulling, pushing, reaching, repetitive hand motions, hearing, speech, visual acuity, ability to distinguish colors.
2. Ability to follow a recipe.
3. Ability to prepare and maintain necessary records.
4. Ability to follow and take direction.
5. High personal standards for food service.
6. Interest in children.
7. Courtesy and tact in dealing with people.

V. Evaluations of School Cafeteria Helper:

Evaluation will be conducted by the Cook-Manager and Director of Food Service.

**Job Description Approved By:**

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date

**Employee Acknowledgment:**

I have read this Job Description and accept the duties and responsibilities contained herein. I understand that the duties listed in this Description are not intended to be all-inclusive, and that I may periodically be requested to perform duties not contained herein.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date