

ASSISTANT COOK
(SCHOOL DISTRICTS)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the School Lunch Manager, Cook-Manager or Cook, the incumbent of this position routinely assists in the preparation, cooking and serving of a variety of foods in large quantities for use in a school lunch program. Supervision may be exercised over Food Service Helpers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the preparation, cooking and serving of food;

Follows standardized recipes for accurate food preparation;

Receives and inspects food to be cooked;

Assists in preparation, cooking, and serving of meats, fish, poultry, sauces, soups, vegetables, desserts, salads, casseroles and other foods in quantity;

Participates in cleaning of the kitchen, serving, storage, dining areas, and care of equipment.

May prepare and bake rolls, cakes, pies, etc;

Assists in serving food to students.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the modern methods and equipment used in the preparation, cooking and serving of food in large quantities; good knowledge of cleaning methods, materials and equipment; some knowledge of nutritional values of foods; ability to supervise the work of others; ability to prepare, cook and serve food in large quantities; ability to plan with a view to economy and efficiency in the use of supplies, equipment and food; ability to interpret recipes and cooking measurements; ability to keep simple records and submit reports; ability to get along well with children and adults; ability to understand and carry out oral and written directions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; cleanliness; initiative; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: One (1) year of experience where the primary function of the position was in the preparation, cooking, and serving of food on a large scale*.

*DEFINITION: Large scale is defined as the preparation, cooking and serving of food for more than 200 people on a daily basis, either in an institutional setting such as a hospital, school, correctional facility, or nursing home, or in a catering hall or other related business where the primary function is preparing, cooking and serving food for more than 200 people on a daily basis.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.