



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Assistant Head Cook	Department: Nutritional Services
Immediate Supervisor's Position Title: Director of Nutritional Services	FLSA Status: Non-Exempt
Job Summary: Under the guidance of the Head Cook, the Assistant Head Cook is responsible for providing assistance and support to the Head Cook in the preparation of the daily main entrée and for assisting in the preparation, set and serving of menu items and meals. This position is distinguished from Nutritional Assistants in that this position is trained and experienced in all aspects and operational activities involved in the production of food items and for coordinating all food operations in the absence of the Head Cook, as needed.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the Head Cook in the preparation of the main entrée items in accordance with the daily menu.
- Participates in the preparation and serving of daily meal services within the building.
 - a) Assists in the set up of the serving line(s) and serving of menu items.
 - b) Assists in the preparation of the main entrée item.
 - c) Monitors serving lines to assure lines and production activities are running smoothly.
 - d) Assists the panning of items, the filling dispensers, and assembly of food items and to meet participation and production needs.
 - e) Assists in the inventory and storage of food items.
 - f) Assists in the cleaning and sanitation of food production areas, equipment and serving areas. Assists in the take down of serving lines and the cleaning of food production equipment.
- Learns and operates point of sale activities and functions, if needed. Resolves conflicts or problems with student accounts. Answers questions of staff, parents or students pertaining to food operations and activities.
- Prepares, sets up for and serves breakfast food items.
- Learns all food production stations and responsibilities of the Head Cook to assume responsibilities of the Head Cook in their absence. Learns operations and activities associated with ordering food items, preparation of food production reports, cashiering duties, and production planning activities.
- Performs other duties of a comparable level or type, as required.
 - a) Attends training sessions, seminars, district health and/or safety meetings.
 - b) Performs other duties during evenings and on weekends as needed.
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of local, state and federal guidelines pertaining to food production, sanitation, health and safety. • Knowledge of nutritional food requirements and standards. • Knowledge of point of sale programs used in food service. • Knowledge of all safety precautions applicable to trade. • Knowledge of the application, use and proper storage of food items and materials. • Knowledge of cleaning techniques and materials. • Knowledge of food preparation including calculating recipes, cooking, and baking. • Knowledge of all applicable cooking tools and equipment. • Knowledge of department administrative, recordkeeping and ordering procedures and requirements.
	2nd year graduate level		
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: Minimum of 1 year of prior related work experience in food production.			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: Food Manager (SafeServe) Certification	

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Oral and written communication skills. • Establishing and maintaining effective working relationships with employees, supervisors, department heads, and building personnel. • Use of computer and point of sale software and reports. • Ability to learn all food operation functions, stations and activities. • Ability to work independently with minimal supervision. • Ability to work well with people, including resolving interpersonal conflicts and motivating others to perform and meet time commitments. • Ability to calculate and order products and supplies needed. • Ability to calculate and adjust recipes. • Ability to prepare, heat and serve food items. • Ability to operate cash register, computer and calculator. • Basic math skills. • Use and operation of kitchen tools and equipment. • Ability to read, understand and follow safety procedures. • Ability to use a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Unusual or hazardous working conditions related to performance of duties: Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption. Heat generated by stoves, ovens, steam tables and equipment can pose the risk for burns and create warm working conditions. Potential for injury from slippery and wet floors. Tools used in the kitchen provide the potential for injury and cuts. Repetitive motions of hands can lead to injury. Potential hazards and risks can be minimized through departmental procedures, training and risk management techniques employed by the school district personnel.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				x
Walk				x
Sit		x		
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms			x	
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell			x	
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds			x	
up to 50 pounds		x		
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, and pull or otherwise move objects in the performance of the job .

SECTION IV: CLASSIFICATION HISTORY

Classification History:
Description created 4/2007 by BCC. Revised 8/2014. Updated 3/2018.