

CANBY SCHOOL DISTRICT 86

JOB DESCRIPTION

It is the policy of the Canby School District Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Personnel Office at the Canby School District Office, 503-266-7861.

Position Title: Satellite Kitchen Cook
Classification: Food Service Workers
Work Year: 9 months
Supervised by: Nutrition Services Supervisor or designee

GENERAL DESCRIPTION OF THE POSITION:

Under general direction of the Base Kitchen Manager, assist in heating and/or reheating entrée and side dishes; oversee and help serve food in large quantities; assist in overall operation and maintenance of school cafeteria.

ESSENTIAL FUNCTIONS:

Employee may be required to do any or all of the following, as directed by supervisor:

1. Responsible to assist food preparation by heating food items at the satellite site.
2. Oversee serving and help serve food.
3. Instruct other cafeteria staff and student workers with related duties.
4. Collect money, make change, operate food service computer, maintain daily records, set up serving line, and generally prepare lunchroom.
5. Oversee and participate in the maintenance of proper sanitary conditions, including cleaning utensils, dishes, equipment and facilities, and proper storage of food. Maintain kitchen and serving area in clean, orderly fashion.
6. Operate commercial kitchen equipment and appliances, including dishwasher, in a safe manner.
7. Order appropriate amounts of food and materials, and maintain inventory of satellite kitchen food, supplies, and equipment.
8. Understand and follow oral and written instructions from supervisor(s).
9. Perform other related duties and assume other responsibilities as needed and directed by supervisor(s).

MINIMUM REQUIREMENTS:

1. High school diploma or equivalent.
2. Prefer two years recent experience in cooking, preparing, and serving of large quantities of food.
3. Valid food handler's card.
4. Knowledge of basic requirements of reimbursable school lunch program; safe and proper methods of food preparations, cooking, and serving, and safe

- operation of kitchen equipment and appliances; standard liquid and dry measurements; and principles of training and supervision.
5. Ability to: oversee students and other staff members as appropriate; understand and carry out oral and written instructions; establish and maintain effective professional relationships and work in harmony with supervisors, other staff, students, parents, and the general public.
 6. Personal cleanliness and freedom from communicable disease. (May be determined by pre- or post-employment testing.)
 7. Genuine enjoyment and understanding of children and awareness of general purposes and goals of public education. Willingness to operate according to district policies and procedures.
 8. Mental and physical skills necessary to perform essential functions with a minimum of supervision.
 9. Successful completion of criminal history records check, as required by law.

PHYSICAL REQUIREMENTS:

1. Employee may need to:

a. Stand	<u>Continuously</u>	Frequently	Occasionally	Not at all
b. Walk	<u>Continuously</u>	Frequently	Occasionally	Not at all
c. Sit	Continuously	Frequently	<u>Occasionally</u>	Not at all
d. Drive	Continuously	Frequently	<u>Occasionally</u>	Not at all
2. Employee may use hands for:

a. Single grasping	<u>Continuously</u>	Frequently	Occasionally	Not at all
b. Pushing & pulling	<u>Continuously</u>	Frequently	Occasionally	Not at all
c. Fine manipulation	Continuously	<u>Frequently</u>	Occasionally	Not at all

 Employee may use wrists for:

a. Twisting/turning	<u>Continuously</u>	Frequently	Occasionally	Not at all
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3. Employee may need to:

a. Bend	<u>Continuously</u>	Frequently	Occasionally	Not at all
b. Twist	<u>Continuously</u>	Frequently	Occasionally	Not at all
c. Squat	Continuously	<u>Frequently</u>	Occasionally	Not at all
d. Climb	Continuously	Frequently	<u>Occasionally</u>	Not at all
e. Reach ^(above shoulder)	<u>Continuously</u>	Frequently	Occasionally	Not at all
4. Environment:

a. Outside	Continuously	Frequently	<u>Occasionally</u>	Not at all
b. Inside	<u>Continuously</u>	Frequently	Occasionally	Not at all
5. Lifting:

Light work: Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree or when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

Medium work: Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

Heavy work: Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

I hereby confirm my receipt and understanding of this job description and attest to my ability to perform the essential functions of the position as assigned:

Signature of Employee

Date