

## ASSISTANT COOK

### DESCRIPTION

The Assistant Cook cooks, bakes, and serves a wide variety food for the school breakfast and lunch program

### MINIMUM QUALIFICATIONS

The Assistant Cook position requires the ability to:

- Prepare both hot and cold dishes for large groups
- Meet sanitation, food handling, and food storage requirements
- Establish and maintain positive working relationships with students, parents, staff, and supervisors
- Comply with schedules and meet deadlines
- Pass required background checks and clearances
- A Safe Serve Certificate
- Recommended-CPR Card and First Aid Certificate

### DUTIES

- Assists in all phases of the preparation and serving of meals, operating kitchen equipment and cooking as necessary
- Maintains quality and sanitation standards for food service, assisting with daily cleanup
- Suggests recipes or menus to offer variation
- Determine appropriate quantities of food supplies
- Uses, cleans, and maintains kitchen equipment
- Accurately tracks the number of meals served
- Participates in staff development days as required

The above statements are intended to describe the general nature of work being performed. They are not intended to be an exhaustive list of all duties and responsibilities.

### WORKING CONDITIONS

- The position requires early morning hours so that breakfast is available when students arrive.
- Weather: Exposure to hot, cold, wet, snowy, humid, or windy conditions caused by the weather
- Heat: Exposure to non-weather hot temperatures
- Noise: Exposure to constant or intermittent sounds of a pitch or level sufficient to cause marked distraction. Level: moderate to loud

## WorkSTEPS→

### Authorization for Job Specific Testing

Jamestown School District Company) understands that an ergonomic job analysis must be completed in order to meet the requirements for the American's with Disabilities Act (ADA). One of the outcomes of the ergonomic job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post employment (fit for duty) candidate for the position.

For the position  
of

**Food Service Worker**  
**PDC Level: Medium-Heavy**

The Company representative hereby acknowledges the following as valid job specific tests:

est I Applicant must be able to lift 60-pound container from the ground to a 32 inch height.

est II Applicant must be able to lift a 30-pound box from the ground to a 32 inch height and repeat five times.

est III Applicant must be able to lift a 23-pound box from the ground to a 60 inch height.

Job Specific Test IV Repetitive activities to include:  
Reach Overhead 20 times, Trunk Forward Flexion 20 times, Hand activities for: fine manipulation (pick up 20 paper clips), firm grasping (complete the grip test), and simple grasping (pick up a regular size pen or pencil 10 times).

The Company representative hereby acknowledges the following as valid physical requirements:

1. Employee lifts/carries 60 occasionally (less than 33% of the time).
2. Employee lifts/carries 30 frequently (34-66% of the time).
3. Employee lifts/carries 15 constantly (67-100% of the time).
4. Employee's position requires pushing a maximum force of 63.9 on objects.
5. Employee's position requires pulling a maximum force of 63.9 on objects.

**Pass/Fail Criteria** (must meet this level prior to Job Specific Testing):  
60 pound floor to knuckle lift  
23 pound shoulder to overhead lift

Company: **Jamestown School District**

Salary Range:  
Range F on the Classified Salary Schedule

Employment Period:  
182 days, following the school calendar

*Pending Approval by Jamestown School District Board of Trustees  
September 13, 2021*