



## David Douglas School District #40

### Classified - Job Description

#### COOK'S HELPER III

Schedule: 9 months per year  
Class: 8

#### POSITION PURPOSE

Assist the head cook in the preparation and serving of food in the high school cafeteria

#### NATURE AND SCOPE OF RESPONSIBILITIES

- This is semi-skilled work in institutional cooking
- The work involves the performance of a variety of food service tasks which are performed according to prescribed routines
- Responsible for the cleanliness and good order of the kitchen
- Supervision is given by a cook who is always available for questions and to assist with problems.
- Set up counter supplies and condiments; open appropriate amounts of canned fruits and vegetables; clean and prepare fresh fruits and vegetables; grate and slice cheese; butter bread; make salads and dressings; fill and set up dishwasher; wash trays, silverware, pots and pans; work on serving line, keeping steam tables appropriately filled; wash down tables, appliances; replenish stockroom, help count money and assist with inventory
- **Must be able and willing to take over in the absence of the Head Cook**
- Must maintain a high level of ethical behavior and maintain confidentiality of information about students and staff
- Perform other duties, as assigned

#### QUALIFICATIONS

- Knowledge of the simple materials, methods and techniques used in preparing food on a large scale
- Knowledge of the need for cleanliness in the kitchen and lunchroom
- Ability to work closely with the head cook and student helpers, and to maintain a pleasant atmosphere in the kitchen and on the serving line
- Ability to operate standard kitchen equipment and utensils safely
- Ability to work harmoniously with others and to communicate appropriately with staff and students
- Must possess and keep current a Food Handlers Card as required by the State of Oregon

#### ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina and ability to frequently lift up to 50 pounds. Frequent walking, bending, reaching, twisting, and prolonged periods of standing. Exposure to noise, heat, cold, hot and cold surfaces, and sharp and moving equipment. Requires eye-hand coordination and dexterity to prepare foods and operate equipment. Ability to move freely around the kitchen and storage areas to perform food preparation and food serving duties.

#### David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.