

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington
JOB DESCRIPTION

POSITION: FOODSERVICE ASSISTANT III (Cook, Baker, Produce)

REPORTS TO: Foodservices Manager

RESPONSIBILITIES:

1. Perform meal set-up, preparation, and cooking prior to food service.
2. Review meal requirements in advance and plan needed ingredients and quantities.
3. Mix raw ingredients to create hot entrées, side dishes, baked products, and desserts.
4. Record required food safety information.
5. Monitor foodservice equipment and recommend preventive maintenance and repairs.
6. Assist with all aspects of food preparation, serving, and accounting.
7. Assist with all aspects of shipping meal components to satellite locations.
8. Serve food and maintain portion control.
9. Maintain safety and sanitation.
10. Perform food storage and clean-up in a team setting.
11. Provide back-up and peak-load assistance to others as needed.
12. Assist in training as assigned.
13. Follow established procedures for interdepartmental communications.
14. Perform other tasks and assume responsibilities as assigned by the Foodservices Manager, or designee.

QUALIFICATIONS:

1. High school diploma or GED.
2. Food handler's permit.
3. Coursework in nutrition and/or sanitation desirable.
4. Recognized industry certification desirable.
5. Knowledge of principles and practices of food preparation, including ingredients, temperatures, and timing.

QUALIFICATIONS: (Continued)

6. Knowledge of food handling and sanitation practices and procedures.
7. Basic math skills for increasing and decreasing portioned food amounts and for accounting.
8. Has, in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities, including the ability to:
 - a. Estimate product and supply flow and provide food and supply order;
 - b. Work within strict timelines;
 - c. Work effectively as part of a team.
9. Has, in the judgment of the administration, demonstrated skills in:
 - a. Cooking, baking, or large volume preparation;
 - b. Organization;
 - c. Working with a variety of adults and students.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

WORKING CONDITIONS:

Incumbents typically experience daily:

- standing for prolonged periods
- exertion from fatigue and concentration
- exposure to high noise levels
- precise control of fingers and hand movements
- lifting and/or carrying objects between 20-50 pounds
- crouching, crawling, bending or kneeling
- exposure to regular childhood diseases
- exposure to equipment with cutting, crushing, and burning potential
- exposure to extreme heat and to cleaning chemicals

5-25-99

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