

**GRANITE SCHOOL DISTRICT**  
**Classified Employee Job Description**

**Title**     Cook Helper    

**Supervisor's Title**     First Cook    

**Date Prepared** \_\_\_\_\_ **Date Reviewed**   3/99   **Date Reviewed**

**Employee/Incumbent Review**    **Immediate Supervisor Review**    **GCEA Review**  
**Dept Aprvl** \_\_\_\_\_ **HRM Aprvl** \_\_\_\_\_ **Superintendent Aprvl**

**Location** \_\_\_\_\_ **Lane**

**Implementation Date** \_\_\_\_\_ **ADA Review**

**Job Summary**

The job incumbent assists in preparation of food. Open cans, transfers food materials to delivery trucks, helps in clean up, cleans floors. May also run some machinery and assist as helpers or may assist in the distribution of school lunch.

**Essential Functions**

Assists in central kitchen to expedite food preparation (i.e., helps stir food in pots, opens cans, cake batter bowl hoist and varied other tasks). Load trucks and helps to run specials to schools when necessary. Cleans up kitchen area and performs minor equipment maintenance. During summer months employee is required to do various types of maintenance on equipment or structure.

**Non-Essential Functions**

Occasional other duties as assigned (within skill level).

**Required Knowledge, Skill and Ability**

The job requires skill in the operation of food machines. Should know basic methods of food storage to prevent spoilage. Should be able to arrange storage properly for easy access. Must be able to obtain ServeSafe training.

**Minimum Entrance Requirements for Training**

High school diploma or equivalent.

**Minimum Entrance Requirements for Prior Experience**

Six months job related experience with demonstrated competence.

**Note:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

### **Decision Making Authority**

Very little authority only for own tasks. Accountable for some machine repairs, cleaning, etc. Safety of others is a factor in loading truck, mopping wet floors, etc. Needs to be able to decide most efficient method of stacking, storing and moving food products.

### **Interaction With Others (Non-Supervisory)**

N/A

### **Supervision**

N/A

### **Working Environment**

Standard commercial kitchen working conditions. Exposure to heat, cold, stagnant air, humidity, slippery floors and forklift traffic. Flow of work is fairly steady. Some interruptions, but they do not hinder job completion. Work flow varies depending on extra duties.

### **Physical Demand Characteristics**

Repetitive, sustained physical effort. Occasionally work continually with heavy items. On feet constantly. Most moving of objects that weigh less than 130 lbs.