

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Title Second Cook, Central Kitchen

Supervisor's Title Manager, Central Kitchen

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 the preparation of food for the various schools. Some major cooking is required. But assists in the preparation of meat products, cookies, rolls, salads, cake cutting, jams, dressings, sauces, etc. Helps clean and sanitizes work area.

Essential Functions

Prepares and assists in the preparation of food for processing large quantities (cakes, cookies, salads, sauces, and other foods). Assist first cooks in processing food including meat products, fruit, and other food items (light baking, cooking, mixing, and operates machinery). Cleans up work area (including refrigerators, garbage, etc.). Sets out and cleans up lunch for kitchen help. Performs marking and counting out items sent out in vacuums and carriers of prepared food). May perform additional clean up duties, help on bread line, box lunches, hamburger patties, beans etc. Can work during summer at incumbents option.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge, Skill and Ability

This job requires some mathematical ability and skill in the use of large industrial kitchen equipment, also must be familiar with electrical appliances, hand implements, etc. Must be able to complete and work in compliance with ServeSafe requirements.

Minimum Entrance Requirements for Training

High school diploma or equivalent.

Minimum Entrance Requirements for Prior Experience

To perform adequately in this position an individual needs a minimum of six months experience in a large kitchen operation (high school, central kitchen).

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

Accountable for own tasks. Safety of others is a factor when handling hot pans, knives, machinery, etc. This job requires the ability to work with others to meet deadlines consistently.

Interaction with Others (Non-Supervisory)

N/A

Supervision

May supervise and train new personnel including new second cooks or cook helpers.

Working Environment

Standard commercial kitchen working conditions with considerable exposure to heat, cold, stagnant air, humidity, and slippery floors. Works with large machines and quantities of food products. Flow of work is steady with occasional interruptions but easy to begin again. There is pressure to meet food preparation deadlines.

Physical Demand Characteristics

Individual is constantly on his/her feet. Moves of objects that weigh less than 50 lbs and stirs pots containing up to 500 lbs of products.