

ENEMY SWIM DAY SCHOOL – TOKA NUWAN WAYAWAPI

POSITION DESCRIPTION: COOK'S ASSISTANT

JOB SUMMARY:

Assist the Head Cook in the preparation and serving of meals in accordance to the guidelines of the South Dakota Child and Adult Nutrition Program.

RESPONSIBILITIES:

1. Prepare the salad bar, milk bar and dining room for meal time serving.
2. Assist in washing dishes and other cooking items used in the preparation of meals.
3. Assist in cleaning the kitchen area daily and keeping it hazard free. Follow a schedule developed by the Head Cook for less frequent cleaning and preventive maintenance procedures.
4. Assist in recording meals served and inventory of food, kitchen supplies, utensils and equipment. Assist in maintaining other required records.
5. Participates in staff development and school activities as designated by the Head Cook and/or Business Manager.
6. Performs other duties as assigned.

POSITION REQUIREMENTS:

An interest and some experience in cooking in large quantities. Attend the School Food Certification training each summer. Be physically capable of lifting, bending, reaching and standing for long periods of time.

SUPERVISORY CONTROLS:

Immediately supervised and evaluated by the Head Cook with overall supervision by the Superintendent.