

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 2/08/2022



---

**Recognition:**   ☐ Students                      ☐ Staff                      ☐ Parents  
**Information:**   ☐ Building Report                      ☐ Old Business                      ☐ Superintendent's Report  
**Action:**   ☐ Resignation                      ☐ Hiring                      ☐ Contract Service Agreements  
                    ☐ Travel Out-of-State                      ☐ Travel In State                      ☒ Approvals  
                    ☐ Termination                      ☐ Legal Matters                      ☐ Other:  
This action request pertains to ☐ Elementary (only)                      ☒ High School/District Wide

---

**Date:**      2/04/2022

**To:**          **School Board**  
                    Trustees

**From:**      Corrina Guardipee-Hall ED.S.  
**Title:**       Superintendent

**Subject: Change Part-Time Assistant (FLEX) Cook Position from .5 FTE to 1 FTE**

**Description:** Due to the cook shortage I am requesting that we change the part-time flex cook position from .5 FTE to 1 FTE.

**Financial Impact:** \$14.33 + fringe (\$14.94 after 90-day probation)

**Funding Source (Budget/grant, etc.):** IMPACT Aid 75%/25%

**Attachment(s):** Job Description Assistant Cook

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

---

**Board Action:**   ☐ N/A (Info)    ☐ Approved    ☐ Denied    ☐ Tabled to: \_\_\_\_\_



**Browning Public Schools**  
**JOB DESCRIPTION**  
Effective: March 19, 2003



---

## **Assistant Cook**

---

### **Summary of Functions**

Assists Head Cook in serving students and staff with nourishing and nutritious meals in an atmosphere of efficiency, cleanliness and warmth and performs various functions to carry out those objectives.

### **Essential Duties and Responsibilities**

- 1) Food Service – Prepares and cooks food as required. Prepares dining and serving areas as needed. Places food containers in serving order; fills salt and pepper shakers, stocks silverware; etc. Dishes out portions of foods on trays.
- 2) Safety – Prepares, handles, stores and disposes of food in accordance with appropriate safety standards.
- 3) Cleaning – Cleans kitchen equipment, pots and pans, counters and tables. Sweeps and mops floors.
- 4) Cooperation - Works and cooperates with all school personnel.
- 5) Assistance – Helps supervisor plan daily work schedule.
- 6) Public Relations – Takes affirmative steps to develop good cooperative relationships with vendors, staff, students, visitors, and others who utilize or provide service to the cafeteria facility. Strives to create a positive, friendly environment, with emphasis in making children feel at ease and enjoy their cafeteria experience.
- 7) Acting – Serves as head cook when the supervisor is absent.
- 8) Training – Participates in in-service training programs, as assigned. Provides orientation and training to new cafeteria staff.
- 9) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

## **Organizational Relationships**

Supervised by and reports to the Food Services/Warehouse Director, but works under and is directed by Head Cook on a day-to-day basis.

## **Qualifications**

**Education/Experience** – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- ❑ High school diploma or equivalent
- ❑ One (1) year of experience in food services field
- ❑ Knowledge of and experience in food preparation, particularly in preparing large quantities
- ❑ Ability to interact positively with students, supervisors and staff
- ❑ Ability to read and interpret written instructions
- ❑ Must have, or be able to obtain during the probationary period, a food handler's permit
- ❑ Physical ability to sit and walk for a portion of the time; stand for extended periods; and to exert 10 to 25 pounds of force frequently to lift, carry, push, pull or otherwise move objects
- ❑ Ability to work with others and without close supervision.
- ❑ Good work habits.

**Desirable Qualifications** – Previous food preparation experience in a school/institutional setting.

**Work Environment** – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.