

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 11/30/16



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- 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
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Date: 11/16/16

To: **John Rouse**
 Superintendent

From: Jason Andreas
 Title: Executive Director

Subject: Creation of Position - Part-time (5.5 hr per day) Assistant Cook (FLEX)

Description: Lynne Keenan, Food Service Director, is requesting the creation of a part-time assistant cook to be flexed throughout the District to assist with morning breakfast in the classroom programs. She is making this request due to the volume of work to be done and to allow a trained assistant cook to be available when another cook/assistant cook is absent.

Assistant Cook (FLEX) - \$13.67 X 5.5 hours per day X 189 days = \$14,210.91 (+ 18% fringe = \$16,768.00)

Financial Impact: \$16,768.00

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

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.