

**Gridley Unified School District  
Job Description**

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**JOB TITLE: Assistant Cafeteria Cook**  
SALARY LEVEL: 5  
DEPARTMENT: Food Services  
REPORTS TO: Director of Child Nutrition

DIVISION: Classified  
LOCATION: School Kitchen  
WORK YEAR: 194 days  
BOARD APPROVED: 07/19/2023

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**SUMMARY:** Under the general direction of the Director of Child Nutrition, the Assistant Cafeteria Cook assists in heating and serving all foods required for the breakfast and lunch programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assists in the operation of school food service program by preparing, cooking or baking, setting up and serving meals in the production kitchen and/or satellite kitchens.

Reads and converts recipes.

Operates all kitchen equipment in a safe manner.

Monitors, maintains and records proper serving temperatures.

Maintains inventory and shelves individual commercial cans of food and other food items.

Cleans work areas and cafeteria tables as needed.

Uses cleaning chemicals and supplies in accordance with specified safety protocols.

Washes dishes, pots, pans, trays and utensils as needed.

Maintains a high standard of sanitation and safety in food preparation and work area.

Maintains sanitary personal habits and a clean and neat appearance.

Assists in completing daily production papers and other reports, as required.

Cooperates and communicates with other school staff, public, parents, and students to promote a positive school climate.

May travel to another site to assist with the breakfast/lunch program.

Loads, unloads and/or drives school van when required.

Performs other related duties as assigned by the supervisor.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED); one year experience and/or training in food preparation and kitchen maintenance (preferred); or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, and employees of the organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out basic or specific instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

**CERTIFICATES, LICENSES AND ABILITIES:** California Driver's License required by first day of service. Willingness to obtain certification in Safety and Sanitation and CPR.

**OTHER SKILLS AND ABILITIES:** Ability to use food service computer software.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand or walk for long periods of time; use hands to manipulate or feel objects, tools, or controls; and reach with hands and arms. The employee is frequently required to talk or hear and taste or smell. The employee is occasionally required to walk, stoop, kneel, crouch or crawl.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception and the ability to adjust focus.

**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.

While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to fumes, airborne particles, caustic chemicals and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions and extreme heat. The noise level in the work environment is usually loud.