

POSITION DESCRIPTION
Winslow Residential Hall

TITLE: *Assistant Cook*
Schedule Terms: **10 months**
Salary Classification: **Classified – FLSA Non-Exempt**

LIVING AND WORKING CONDITIONS: Indian Preference Policy. Preferences in filling vacancies are given to qualified Indian candidates of Native American descent in accordance with regulation under P.L. 100-297. Verification Form BIA-4432 must be submitted with application if claiming Indian Preference eligible. This position must comply with all required regulations established by the Navajo Preference in Employment Act (NPEA).

GENERAL STATEMENT OF RESPONSIBILITIES: To be a part of the food service operations team which entails the preparation and serving of wholesome, well-balanced, well-cooked meals and snacks to residential students. To assist in providing clean, well maintained, and sanitary conditions in the kitchen and storage areas, serving and dining areas. To play an integral part in providing a service-oriented relationship with students and staff; to help ensure the smooth and efficient operation of the Food Service Department.

PRINCIPAL DUTIES:

- Performs food preparation and related duties;
- Assists in maintaining proper safety and sanitation conditions in all areas of the Food Service Department;
- Assists with unloading and arranging food and supplies and with the proper rotation and usage of foods;
- Assists in directing the activities of Food Service workers and student workers;
- Performs dishwashing and storage duties;
- Helps assure proper care and maintenance of kitchen equipment;
- Maintain proper recordkeeping;
- Will provide custodial service within work area;
- Performs other related tasks as assigned.

QUALIFICATIONS:

ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE:

- High School diploma or GED, with knowledge in Culinary Arts and Nutrition;
- Current food handler's permit;
- Knowledge of residential or school food service operations preferred;
- Ability to communicate and work well with staff and students;
- Must have high level organizational and planning skill;
- Must have effective communication skills;
- Must be able to work well with staff and students;
- Must have knowledge of the COOP, SOP, HazCom and the Emergency Response Guide;
- Ability to obtain first-aid and CPR certification;
- Valid Arizona drivers license required; 4 years clean driving record;
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.

PHYSICAL REQUIREMENTS: Must submit to a physical examination from a licensed physician for each contract year and pass the physical. Ability to lift or move objects weighing up to 50 pounds.

COMMITMENT AND DEPENDABILITY: Willingness to be an integral member of a successful team; and dedication to provide the highest level of service to the students and staff of the Winslow Residential Hall.

PERFORMANCE EXPECTATIONS:

TIME MANAGEMENT: Routine work with little advance planning needed.

PUBLIC CONTACT: Interacts primarily with employees and students.

RESPONSIBILITY: Must use own initiative and judgment in performing job; responsible for an important department of the residential operation.

EVALUATION PROCEDURE: In accordance with provisions specified in Governing Board policy.

SUPERVISION RECEIVED: Food Service Head Cook

SUPERVISION GIVEN: None