

## Cape Girardeau Public School District No. 63 Job Description

---

**Job Title:** Cook Helper

**Terms of Employment:** 9 month contract; 173/174 days

**Reports To:** Cafeteria Manager

**FLSA Status:** Non-Exempt

The Cook is responsible for providing support to the food service activities with specific responsibilities for preparing and serving food items to students and/or school personnel and maintaining food service facilities in a safe and sanitary condition.

**Hours:** 6.50 hours per day (6:30 a.m. - 1:00 p.m.)

**Starting wage:** \$9.00 per hour (or current Nutrition Services cafeteria rate)

### Required Qualifications

- Must have cooking and baking experience.
- Must be familiar with standardized recipes and standard cooking measurements.
- Must be willing to learn proper serving procedures.
- Must be willing to learn tasks required to safely operate, clean and care for kitchen equipment.
- Must have knowledge of federal, state and local sanitation regulations and guidelines.
- Must be willing and able to attend meetings and workshop that are scheduled outside of regularly scheduled hours, the regular school day or the school year.
- Must be willing and able to work on school projects and/or functions that are scheduled outside of regularly scheduled hours or the regular school day.
- Must have good organizational skills and possess a willingness to work with students, staff and parents.

### Essential duties and responsibilities:

- Complies with all Federal and State regulation, local and State requirements, and school policies.
- Assists with meal counts and recording of meal counts.
- Assists with all food production, preparation, and service.
- Assists with kitchen and cafeteria area cleaning.
- Participates in SFS workshops and supports SFS activities.
- Assists with special activities and banquets.
- Complies with any reasonable oral or written directives from the School Cafeteria Manager, Food Service Coordinator, or any other appropriate administrator

**Physical Demands/Environmental Factors:**

Employee must be able to lift and carry up to 30 pounds; able to tolerate constant standing, must have good hearing, hand-eye and mind-eye coordination; able to tolerate frequent repetitive motions with wrists, hands and fingers; able to tolerate bending over, stooping, holding and crouching; able to tolerate occasional subjection to cold temperatures below 32 degrees when removing or storing food in freezers; able to tolerate atmospheric conditions of odors and mists; and willing to wear special clothing and head covering. Employee must be alert to the following potential hazards: care must be taken to avoid cuts to self in use of kitchen utensils or operation of kitchen appliances; caution required to avoid potential for burns; and effort must be made to avoid being occasionally subjected to any mechanical and electrical hazards.

---

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Revised: August 2013