

# Standish-Sterling Community Schools

3789 W. Wyatt Road  
Standish, Michigan, 48658

Darren S. Kroczaleski, Superintendent

Standish-Sterling Central Jr/Sr High School  
Standish-Sterling Central Elementary  
Sterling Elementary

August 5, 2022

## *Job Opening*

**Job Title:** Cook's Helper

**Minimum Qualifications:** High School Diploma; Computer Skills; Ability to communicate well with parents and students; Knowledge of Food Service procedures and protocol; See job description

**Location:** Standish-Sterling Central Elementary School  
2.5 Hours/Day

**Rate of Pay:** Per Contract

***This position is open to internal and external applicants.***

Interested applicants may apply in writing or email to Ms. Nancy Jameson, Food Service Director, 2401 Grove Road, Standish, MI 48658, not later than 2:00 p.m. on August 12, 2022.

[njameson@standish-sterling.org](mailto:njameson@standish-sterling.org)

## Standish-Sterling Community Schools Position Description

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**JOB TITLE:** Cook's Helper  
**DEPARTMENT:** Food Service  
**REPORTS TO:** Head Cook/Food Service Director

**PREPARED BY:** Nancy Jameson                      **DATE:** 05/17/2021  
**APPROVED BY:** Darren Kroczaleski              **DATE:** 07/21/2021

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**REPORTS TO:** Head Cook

### **JOB SUMMARY:**

This is a food service position involving the responsibility for the preparation, cooking and serving of hot and cold food items to students, faculty, and staff in a school setting. Food is prepared in accordance with established district menus. The Cook's Helper may complete food requisitions and maintain inventory records. When assigned to an educational facility, the Cook's Helper may be a responsible food service employee in an elementary, junior or senior high school.

The Cook's Helper is responsible for maintaining high standards of food preparation and cleanliness as established by the Food Service Director and local health department. The Food Service Director and/or Head Cook makes assignments as required and relies upon the Cook's Helper to carry out the assignments in accordance with established procedures. The Cook's Helper is able to follow verbal and written instructions of the Food Service Director and/or Head Cook and do related work as required.

### **DESCRIPTION OF WORK AND DUTIES:**

Evaluation and Supervision: Assist in preparing, portioning, and serving meals according to menus and in quantities sufficient for the students and staff to be served. Attends in-service and safety meetings. Performs job safely, while efficiently maintaining a clean and safe work environment.

#### Records and Reports:

1. Assists as necessary in the preparation of the reports and records.
2. Assists in the keeping of records such as cash receipts, perpetual inventory, and food production.
3. Follows HACCP guidelines to ensure quality and safety of food supply.

Communications with Other Groups: Works effectively and cooperatively with all community and district groups using the district facilities.

#### Cafeteria

1. Obtains supplies from storerooms as needed.
2. Prepares main dishes, soups, vegetables, etc. as required. Helps make sandwiches, salads, desserts, rolls, etc. as assigned.
3. Confers with Head Cook on the amount to be prepared.
4. Helps in counter set-up and service.
5. Checks temperature, flavor, and texture of food before serving.
6. Checks and replenishes supplies of food between serving lines.
7. Cleans kitchen after preparation and serving, maintaining high standards of cleanliness. Stores or discards excess food in accordance with safe food-handling procedures. Puts away leftovers and confers with Head Cook on their use.
8. Assists in other cleaning activities whenever and wherever needed.
9. Checks menu in advance and lays out frozen foods to defrost or make any other advance preparations needed. Too early preparation, however, must be avoided. Care and careful planning

should be taken to ensure preparation of sufficient amounts needed but over-production is wasteful.

10. Leaves the kitchen clean and in good order at the end of each work day.
11. May operate and care for kitchen equipment requiring attention to safety such as steam kettles, ovens, tilt skillets, dish machines, and slicers. Cleans equipment after use.
12. Procedures related to confidentiality of all student records and benefit status are to be followed to the highest standard.
13. Assist team members when assigned duties are completed.

**ADMINISTRATION AND MANAGERIAL DUTIES AND FUNCTIONS:**

1. The Food Service Director requires the Cook's Helper to carry out assignments in accordance with established procedures and policies.
2. Keeps the Food Service Director and/or Head Cook informed of any unusual occurrences that may involve further complications.
3. Reports needed maintenance, faulty equipment or accidents to the supervisor immediately.
4. Performs other duties as assigned.

**PERSONAL REQUIREMENTS:**

Good knowledge of the proper methods for preparing and serving quality food in large quantities and for storing and preserving food; good knowledge of the proper care and operation of kitchen utensils, equipment, and appliances; good knowledge of the principles of nutrition, a balanced diet and current federal regulations; good knowledge of the sanitary and safety principles and practices applicable to food production and serving; working knowledge of the use and application of cleaning supplies for appliances, equipment, and food preparation and serving areas; ability to plan, assign, and review the work of others; ability to follow menus and recipes and simple oral and written directions; ability to prepare, serve, preserve, and store food with proper regard to sanitary and safety principles; ability to plan and prepare menus; ability to work under time constraints and to meet food production schedules; ability to deal effectively with students, faculty and staff; recordkeeping ability; willingness to work in a kitchen; health commensurate with the demands of the position.

All duties and assignments must be performed at highest level of proficiency and effectiveness. All safety guidelines and regulations must be followed at all times.

Possesses even temperament and ability to comprehend and carry out the objectives of the position in a way conducive to good personal relationships. Also possesses good judgment, good moral character, personal cleanliness; is courteous, neat, cooperative, tactful, dependable, honest and loyal. Regular and reliable attendance is an essential job performance function.

**MINIMUM QUALIFICATIONS:**

1. Graduation from high school or possession of a high school equivalency diploma.
2. Food Service experience helpful.
3. Knowledge of quantity food preparation, usage and care of institutional equipment necessary in performing duties or ability to learn within 6 months of taking position.
4. Be a team player.
5. Able to follow verbal and written instructions.
6. Have a positive attitude.