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## Auburn University Job Description

Job Title:	<b>Asst Cook, HELC</b>	Job Family:	No Family
Job Code:	<b>CA14</b>	Grade 27:	\$20,300 - \$33,800
FLSA status:	Non-exempt		

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### Job Summary

Assists the Head Cook in preparing and serving all meals for the Harris Early Learning Center (HELIC). Responsible for directing and participating in the preparation, seasoning, and cooking of balanced meals and snacks to meet the nutritional needs for over 200 children and 50 adults for the Harris Early Learning Center (HELIC), in serving breakfast, lunch, and snacks in accordance with USDA, DHR, and Jefferson County Health Department requirements.

### Essential Functions

1. Keeps kitchen and equipment used in meal preparation cleaned and sanitized properly.
2. Assists in kitchen setup and food preparation.
3. Utilizes proper storage and handling procedures on all food supplies.
4. Sets up and delivers classroom bins for all breakfast, lunch, and afternoon snack meals.
5. May fulfill the duties of the Head Cook as assigned.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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## Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Ability to read and write	Ability to read and write.
<b>Experience (yrs.)</b>	2	Experience in the preparation or serving of food

### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

## Minimum Required Knowledge

Ability to maintain records pertaining to food service and nutrition. Knowledge of adequate varieties of foods and amounts recommended for young children. Ability to calculate the quantity of food required to service a designated number of children and staff. Ability to maintain portion control. Knowledge of principles and proper methods of food preparation. Ability to manage a food service operation, including compliance with safety and sanitation regulations. Ability to establish rapport with children and parents. Knowledge of DHR, USDA, and Jefferson County Health Department requirements applicable to food preparation and safety.

## Certification or Licensure Requirements

ServSafe Certification for food handling, as required by Jefferson County Health Dept.

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## Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires stooping/kneeling/crouching/crawling, talking, hearing, and lifting up to 25 pounds.

Date: 4/6/2021

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