



City of Lake Oswego, Oregon

Job Description

COOK'S ASSISTANT I, II

FLSA Status: Exempt: Non-exempt

Union Representation: Non-represented

Salary Grade: NA

Job Code: NA

Class Summary

Under general supervision, participates in the preparation, cooking and serving of institutional meals at the Adult Community Center.

Distinguishing Characteristics

The Head Cook position differs from that of Assistant Cook I or II, which does not have budgeting, meal planning or lead work responsibilities. The Cook's Assistant I position is distinguished from the Cook's Assistant II position in that it has slightly greater responsibility and may serve as Head Cook in their absence.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Prepare baked products, including working with yeast for rolls and bread.
2. Responsible for preparation of the day's salad.
3. Assist cook in preparation of the main entrée as directed.
4. Assist in the preparation of meals for home delivery.
5. Assist in dishing up food for congregate meals, home delivery and respite meals.
6. Assist in proper storage of foods.
7. Assist cook in maintaining inventory.
8. Keep workstation and equipment clean.
9. Assist in sealing and packing meals for home delivery.
10. Assist in washing dishes.
11. Secure kitchen at closing.
12. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Materials and methods of preparing food for large groups.
- Kitchen equipment use and capability.
- State health standards for institutional food preparation.

- Occupational hazards and safety precautions.
- Sanitation methods for food preparation and serving areas.
- Principles and techniques of food handling, preparation, cooking and storage.
- Personal computers and related software applications.

Skills and Abilities to:

- Safely operate, clean and service kitchen equipment and utensils.
- Understand and follow oral and written instructions, including menus and recipes.
- Comply with health and food handling standards.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a High School diploma or G.E.D; or an equivalent combination of training and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Other Requirements:

Positions in this classification may require the ability to possess and maintain a valid driver’s license and ability to meet the City’s driving standards.

Must possess a current food handler’s permit and knowledge of proper food handling procedures; be available to work evenings, weekends, and some holidays. Within six months of hire incumbent must be certified in first aid and CPR.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Moderate Physical Work: Must be able to move objects by exerting up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director **Date**

Human Resources Director **Date**

Employee

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.