

To apply for this position, submit the following to Jeff Clark at: jeff.clark@amity.k12.or.us

Classified Application
Food Service Addendum
Equal Opportunity Form
Three Letters of Reference
Cover Letter

Beginning Date: Position begins with the 2022-2023 School Year

Hours: 6.5 Hours

Placement: Building Placement TBA

Salary: Placement on the Classified Salary Schedule TBD

AMITY SCHOOL DISTRICT
Job Description

Job Title: **COOK'S HELPER (Temporary)**

Reports To: Food Service Manager/Building Principal

Evaluated By: Food Service Supervisor/Building Principal

JOB GOAL: The Cook's Helper assists in any area of food preparation, transportation, and serving of meals within the Amity School District.

ESSENTIAL REQUIREMENTS: To perform this job successfully, an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. High School diploma or equivalent as required by OAR 581-37-030, Oregon Department of Education.
2. 18 years of age or older
3. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students and staff
4. Ability to understand and follow oral and written instructions with speed and accuracy
5. Ability to maintain confidentiality
6. Ability to prepare food, including meats, and other main dishes, salads, sandwiches, desserts, work with portion control, and handle money.
7. Ability to operate equipment found in a large school kitchen
8. Ability to maintain cleanliness and high moral standards necessary for association with children
9. Ability to supervise student helpers who work in the kitchen/cafeteria
10. Ability to possess and maintain a valid First Aid card including HIV training, and a Food Service License
11. Ability to work effectively in an environment that can be both physically and emotionally fatiguing; perform physically demanding requirements of the job
12. Perform physical requirements that may include:
 - A. Moderate degree of physical stamina
 - B. Frequent standing, walking, bending
 - C. Physically restraining a student as needed
 - D. Possible exposure to bodily fluids

13. Such alternative to the above requirements as the School board or the Administration may deem appropriate and acceptable.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following: Other duties may also be assigned.

1. Assist in routine preparation duties (i.e., food preparation, setting-up serving areas, etc.)
2. Assist in serving of foods to students and staff making sure that supplies of food and beverages are maintained, filled, and clean up spills
3. Assist in the cleaning-up, putting food away, storing equipment, washing dishes, scrubbing pans, and cleaning food serving areas, sinks, tables, etc.
4. Assist in maintaining an inventory of food and equipment
5. Assume responsibility of being in charge of the kitchen in the middle/high schools as assigned
6. Maintain a high level of ethical behavior and confidentiality of information about students and staff
7. Transport food to other school locations as assigned
8. Participate in the in-service programs as assigned
9. Maintain appropriate professional conduct and communication toward all students, staff, and general public
10. Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the Board or Administration.

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Must possess a valid first aid card or the ability to attain one within 90 days of employment (ORS 342.169)
2. Must possess a valid Food Handlers License
3. Criminal Justice Fingerprint Clearance (Board Policy GCDA/GDDA-AR)
4. Pre-employment physical may be required

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans With Disabilities Act of 1990. Persons with disabilities may contact Jeff Clark at 503-835-2171 for additional information or assistance. Speech/Hearing impaired persons may contact the district assistance through the Oregon Relay at 1-800-735-2900.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. (See addendum)

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. (See addendum)

TERMS OF EMPLOYMENT: Days and hours to be arranged, with salary according to current schedule.

EVALUATION: Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

I have read and understand the responsibilities and qualifications of this job description.

signature

date

AMITY SCHOOL DISTRICT
PHYSICAL DEMANDS AND WORK REQUIREMENTS

JOB TITLE: FOOD SERVICE MANAGER ASSISTANT COOK, COOK'S HELPER

LOCATION: ELEMENTARY, MIDDLE, HIGH SCHOOLS

SPECIAL HAZARDS / NOTES: (REQUIREMENTS OF VISION, HEARING, EXPOSURE TO HAZARDOUS CHEMICALS OR FUMES, ETC.)

TOOLS / EQUIPMENT / VEHICLES: (THIS JOB REQUIRES SKILLS USING THE FOLLOWING BUT ARE NOT LIMITED TO THOSE LISTED)

TOOLS & EQUIPMENT	Occasional Use	Frequently Used	Continuously Used
Paper Cutter	X		
Copy Machine	X		
Laminator	X		
Book binder	X		
Typewriter	X		
Computer	X		
TV/VCR	X		
Risograph	X		
Intercom	X		
Tape Recorder	X		

VEHICLES

		X	
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ENDURANCE

HOURS AT ONE TIME

	0	1/2	1	2	3	4	5	6	7	8
Sitting		X								
Standing								X		
Walking								X		
Driving			X							

TOTAL HOURS IN A WORK DAY

	0	1/2	1	2	3	4	5	6	7	8
Sitting		X								
Standing								X		
Walking								X		
Driving		X								

PHYSICAL

Lift & Carry	Never 0%	Occasional 1-33%	Frequently 34 - 66%	Continuously 67 - 100%
1-10 lbs.				X
11-20 lbs.				X
21-50 lbs.				X
51-75 lbs.		X		
76-100 lbs	X			

Pushing	Never 0%	Occasional 1-33%	Frequently 34 - 66%	Continuously 67 - 100%
1-10 lbs.				X
11-20 lbs.				X
21-50 lbs.			X	
51-75 lbs.			X	
76-100 lbs	X			

Pulling	Never 0%	Occasional 1-33%	Frequently 34 - 66%	Continuously 67 - 100%
1-10 lbs.				X
11-20 lbs.				X
21-50 lbs.				X
51-75 lbs.		X		
76-100 lbs		X		

Environmental

	Never 0%	Occasional 1-33%	Frequently 34 - 66%	Continuously 67 - 100%
Indoors				X
Indoors				X
Outdoors		X		
Heat				X
Cold			X	
Dusty		X		
Noisy				X
Other				

Motions	Never 0%	Occasional 1-33%	Frequently 34 - 66%	Continuously 67 - 100%
Bending				X
Twisting				X
Crouching				X
Kneeling		X		
Crawling		X		
Walk-level surface				X
Walk-uneven surface		X		
Climb stairs		X		
Climb ladder			X	
Reach - above shoulder				X
Repetitive -use of arms				X
Repetitive-use of wrists				X
Repetitive-use of hands (A) Grasping (B) Squeezing				X X
Using foot control	X			