

**TO APPLY FOR THIS POSITION, PLEASE EMAIL THE FOLLOWING ITEMS TO:  
jeff.clark@amity.k12.or.us**

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

**Beginning Date:** Immediately  
**Hours:** Approximately 8 Hours per Day, 4 Days per Week  
**Salary:** Placement on the Classified Salary Schedule TBD

**AMITY SCHOOL DISTRICT  
Job Description**

**Job Title:** COOK'S ASSISTANT  
**Reports To:** Food Service Manager/Building Principal  
**Evaluated By:** Food Service Manager/Building Principal

**JOB GOAL:** The Cook's Assistant participates in and assists with the preparation and serving of meals for the schools in 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. Experience with children in a school or youth organization (preferred)
4. Ability to work harmoniously with others and to communicate effectively (both orally and in writing ) with students and staff
5. Ability to understand and follow oral and written instructions with speed and accuracy
6. Ability to maintain confidentiality
7. Ability to operate equipment found in a large school kitchen
8. Ability to work effectively in an environment that can be both physically and emotionally fatiguing; perform physically demanding requirements of the job
9. Ability to maintain cleanliness and high moral standards necessary for association with children
10. Ability to possess and maintain a valid First Aid card including HIV training, and a Food Service License
11. Ability to operate standard office equipment such as computer, copier, and word processor, in order to keep complex records, i.e., monthly inventory, food cost, per meal cost, etc.
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. Ability to make efficiency decision to reduce labor and food costs
14. 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. Ability to maintain a high level of ethical behavior and confidentiality of information about students and staff
2. Ability to plan and prepare food for the proper nutritional needs of children within the requirements of the Nation School Lunch Program
3. Supervise students in food service area with an understanding of and provision for a safe environment
4. Ability to requisition proper amounts of food following established purchasing procedures that maximize buying power.
5. Supervise the work of other food service employees.
6. Handle discipline problems in accordance with the district's discipline procedures
7. Alert the teacher and or administrator to any problem or special information about an individual student
8. Receive and properly store food and miscellaneous supplies for future use
9. Demonstrate proper methods of planning, preparing, cooking, and serving foods
10. Demonstrate proper procedures involved in managing a large school meal program
11. Have knowledge of Federal and State forms and requirements for a school food service program
12. Demonstrate knowledge of proper nutrition
13. Participate in the in-service programs as assigned
14. Security on grounds and in building within your area of supervision
15. Maintain appropriate professional conduct and communication with staff, students, and general public
16. 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)

<b>TOOLS &amp; EQUIPMENT</b>	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**

<b>Lift &amp; Carry</b>	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			

<b>Pushing</b>	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			

<b>Pulling</b>	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				
Indoors				X
Outdoors		X		
Heat				X
Cold			X	
Dusty		X		
Noisy				X
Other				

<b>Motions</b>	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			