



Pahin Sinte Owayawa  
Porcupine School  
Position Description



**POSITION DESCRIPTION**

<b>Position:</b>	Cooks Helper	<b>Status:</b>	Non-Exempt
<b>Salary:</b>	Hourly Pay Scale	<b>Length:</b>	School Year

This position reports to the Food Service Manager.

**JOB DUTIES:**

1. Operate food service equipment and keep in good order.
2. Prepare and serve meals for breakfast (3 groups), lunch (3 groups), extracurricular activities, and community dinners.
3. Assist in preparation of menus and attractive preparation of food.
4. Help keep kitchen and dining area clean and sanitary/clean up after each meal.
5. Sweep and mop regularly, clean and sanitizing trash cans, clean pantry, wash dishes, clean refrigerator and freezer, dispose of waste, clean laundry room and hallways, clean dock areas, clean kitchen restroom, clean windows.
6. Keep daily records of supplies used for meals and salad bar for Food Service Manager.
7. Prepare bread and pastries.
8. Prepare and set up salad bar for lunch.
9. Prepare in afternoon for next day's meal.
10. Set up for breakfast.
11. Prepare afternoon snacks.
12. Put away stock when trucks arrive (2 days a week).
13. Able to lift 25 lbs.

**QUALIFICATIONS:**

1. High School Diploma or GED required.
2. Able to acquire food preparation and/or baker's certificate.
3. Able to pass food service physical.
4. Able to acquire ServSafe certification.

Approved by the School Board: