

**Job Summary:**

The job of SCICON Cook's Helper was established for the purpose/s of assisting in the presentation of food services, monitoring and cleaning for the SCICON Outdoor Education programs, SCICON staff, and/or for participants attending conferences. These duties are done under the supervision of the SCICON Food Service Manager. This person must perform other duties as assigned.

**Essential Functions:**

- ▶ Assists during meal time for the purpose of serving food items.
- ▶ Cleans utensils, equipment, counters, floors and any area where food is stored or prepared for the purpose of maintaining sanitary conditions in the SCICON kitchen.
- ▶ Cooks food for the purpose of assisting with the preparation of meals for students, staff and guests.
- ▶ Monitors students for the purpose of assisting with meal clean-up.
- ▶ Prepares food and beverage items for the purpose of providing meals, drinks and snacks for students, staff and guests.
- ▶ Records data for the purpose of documenting essential information on quantities of food items used and analyzing menus.
- ▶ Records data for the purpose of providing information on the students/counselors.
- ▶ Removes trash, recyclables and compost for the purpose of maintaining a safe and sanitary work environment.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - read menus;
  - follow written and oral instructions;
  - perform basic mathematical calculations;
  - manage time effectively;
- ▶ **Knowledge of:**
  - kitchen equipment and their uses;
  - personal hygiene;
  - safety and sanitation standards;
- ▶ **Ability to:**
  - attend meetings, classes, conferences, and in-service training;
  - work at a remote location;
  - lift, carry, push or pull up to 50 pounds;
  - perform repetitive work;
  - perform physical labor for the entire work shift;
  - stand for extended periods of time.

Responsibilities include: working under direct supervision using standardized procedures; directing other persons within a small work unit; and directing the use of budgeted funds within a work unit. There is a continual opportunity to have some impact on the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 5% sitting, 45% walking, and 50% standing. The job is performed under some temperature extremes and in some hazardous conditions.

**Experience Required:**

- ▶ Job-related experience is desired.
- ▶ Professional experience in public school food preparation is preferred.

**Education Required:**

- ▶ High school diploma or the equivalent.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and Fingerprint Response.

**FLSA Status:** Non Exempt

January 2008

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

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