



Cook Helper

Reports to the Food Services Supervisor or designee and is an hourly, non-exempt position. Responsible for maintaining good housekeeping in the kitchen and dining areas. In addition, assists in the serving and preparation of food. Demonstrates on-going commitment to preparing young people for the workforce by modeling, mentoring and monitoring excellence in the eight Career Success Standards of: workplace relations and ethics; information management; communications; multicultural awareness; personal growth and development; career and personal planning; interpersonal skills and independent living.

Duties and Responsibilities:

- Demonstrates and abides by ODLE Core Values and operating principles.
- Assists the cook in the preparation of food and number of students expected.
- Assists the cook in monitoring stockroom commodities.
- Assists in serving food; may make coffee, tea and other beverages or salads and salad dressings.
- Cleans food service area, tables and kitchen equipment and appliances, and ensures proper floor care.
- Operates dish-washing equipment to ensure dishes and utensils are cleaned and sanitized.
- Cleans and checks kitchen service equipment, and ensures work area is safe, clean and sanitary.
- Replenish napkin dispensers, plate and silverware racks, fills salt and pepper shakers, condiments, etc.
- Assists in moving/transferring food ingredients from storage area to cooking area and storing food supplies.
- Works within established safety guidelines.
- Attends required staff training sessions.
- Cultivates and maintain a climate on center that is free of harassment, intimidation, and disrespect to provide a safe place for staff and students to work and learn.
- Clearly communicates and consistently models appropriate CSS and employability skills including personal responsibility and computer fluency.
- Maintains accountability of staff, students, and property, adheres to safety practices in all areas of responsibility.
- Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Education and Experience Requirements:

- High School diploma or equivalent.
- Three to six months' food preparation training and related food service work experience.
- Must possess or be able to obtain ServSafe food safety certification.
- Ability to read, write, speak and understand English well enough to act on directives from Supervisor.

Additional Requirements: Well-developed habits of personal cleanliness and hygiene. Must meet state or local food handling requirements, whichever are more restrictive. Able to lift up to 50 lbs. Able to work some weekends and flexible hours. Must maintain CPR/First Aid certification. Ability to effectively relate to trainee population. Position requires an ability to operate office equipment. In addition, individual must be able to interact with team members and maintain an effective working relationship with all facility staff and departments.

Working Conditions: This position involves frequent sitting, standing, walking, bending, stooping, squatting, carrying, kneeling, and lifting 50 pounds or more. Applicant must be able to see, hear, and speak.

Environmental Demands: Position requires ability to spend 5% of work time outside and 95% of work time indoors; ability to withstand moderate noise levels, including voice levels 90% of work time; ability to work in high temperature settings during the summer months; and ability to work in low temperature settings in winter months.

ODLE is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.