

PERSONNEL NEWS

Personnel Office

Jennifer Kazmark, Assistant Superintendent

Please Post

VACANCY

Assistant Cook

6 hours/day – 7:45am-1:45pm

SALARY:

\$13.33/hour

Please note:

- All final hires are subject to a clean fingerprint/background check and fit-for-duty physical.
- **Potential applicants should review MINIMUM QUALIFICATIONS on attached Civil Service Job Description before applying to determine if they are qualified.**
- Position is full time and benefits are available if desired

Send letter of interest, Broome County application, and reference sheet to:

Mrs. Nancy Legenhausen
Personnel Assistant
1100 East Main Street
Endicott, NY 13760

Deadline for Applications:

6/10/22

EOE

njl
5/24/22

UNION-ENDICOTT CENTRAL SCHOOL DISTRICT

ASSISTANT COOK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in the preparation of food on a moderate to large scale. This position differs from that of a Cook or Head Cook by virtue of the fact that it is considered to be an entry level cooking position involved in basic meal preparation. Direct supervision is received from a higher level cooking supervisor. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

Prepares vegetables and other foods in correct amounts for use in planned usage;
Bakes items such as muffins, cookies or cakes;
Operates kitchen equipment such as convection steamers and convection ovens, tilt fry kettle, steam jacketed kettle, pump fill equipment meat packaging equipment;
Reads and follows recipes in the preparation of foods;
Checks food temperature to ensure compliance with County and State regulations and with the HACCP Food Safety & Quality Assistance Procedure manual for Broome county Central Foods & Nutritional Services;
Assists in cleaning kitchen area, equipment and utensils;
Labels serving according to the established plan for the service unit;
May fill in for cooking staff as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern cooking utensils, appliances and equipment;
Working knowledge of approved methods of preparing, cooking and baking food in large quantities;
Working knowledge of kitchen and food preparation sanitation;
Ability to read, understand and follow directions and recipes;
Ability to manipulate kitchen utensils and equipment;
Ability to lift moderately heavy objects such as pots, coolers, carriers and cases of food;
Cleanliness;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One year experience in large scale food preparation, or b) one year experience preparing simple foods such as desserts and salads for groups of 50 or more.

NOTE 1: Study in a college or vocational institute in cooking, food service administration, or a similar field may be substituted for the required experience on a year for year basis.

NOTE 2: Large scale cooking is the preparation of variety of meals requiring varying preparation techniques for service of groups of more than 50 people.