

# PERSONNEL NEWS

Personnel Office

Jennifer Kazmark, Assistant Superintendent

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## Please Post

VACANCY

### Assistant Cooks - FT

Hours vary by School

#### SALARY:

\$13.86/hr.; increasing to \$14.42/hr. on 12/31/22

#### *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:**

ASAP

**EOE**

njl  
11/18/22

**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.