



LOGAN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
An Equal Opportunity Employer  
POSITION DESCRIPTION

<b>Position Title:</b>	<b>Intermittent Assistant Cook</b>	<b>Reports To:</b>	<b>Head Cook</b>
<b>Division:</b>	<b>Kitchen</b>	<b>Civil Service Status:</b>	<b>Unclassified</b>
<b>Schedule:</b>	<b>Varies</b>	<b>FLSA Status:</b>	<b>Non Exempt</b>
<b>Salary Range:</b>	<b>10.93 per hr.</b>	<b>Hours:</b> <b>Varies</b>	<b>Days: As needed</b>

**QUALIFICATIONS:** High school diploma or equivalent

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

**EMPLOYMENT REQUIREMENTS:**

Must pass a medical fitness for duty examination including chemical dependency test; must pass criminal background check; valid driver's license with less than six (6) points on BMV report; must possess and provide proof of current auto insurance coverage pursuant to agency policy; must complete all Public School Works employee training as per Employee Safety Training Guide (may be acquired after employment). May be requested to lift, carry, and move enrollees, including children, adolescents, and adults in a safe manner, according to in-service training.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

This position assists the head cook in preparing and serving a nutritious lunch program for student and adult enrollees.

- 50%** Prepares selected menu food items as directed by cook and serves meals, involving baking, mixing, chopping and trimming foods
- 16%** Oversees daily start up and shut down of adult services kitchen and catered food items storage and transport
- 10%** Assures that sanitation and safety practices in all phases of food service operation meet established standards regarding food preparation, food storage, care of equipment and personal habits among other employees or personnel.
- 5%** Provides assistance to head cook in receiving, handling and storing food and supplies according to established patterns and guidelines.
- 5%** Maintains environment free from health and safety hazards
- 3%** Assists in develop and implement cost containment measures while maintaining high quality and standards of operation.
- 3%** Conducts on-the-job training of food service student or adult enrollees.
- 2%** Maintains records of lunches served and collect occasional monies.
- 2%** Counts food items stored to assist cook in completion of inventory
- 1%** Attends conferences, workshops, seminars or meetings designed to enhance professional growth as permitted and/or requested by the administration.
- 1%** As necessary employee shall comply with Safety Rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules, or Orders, through the utilization of Protective equipment and decontamination techniques.

**ESSENTIAL FUNCTIONS OF THE POSITION:** *For purposes of 42 USC 12101 and OAC 4112-5-08:*

1. Prepares menu food items as directed by the head cook, including baking, mixing, chopping, slicing.
2. Serves food from serving containers and carts
3. Lifts, moves and positions equipment and supplies in a safe manner.
4. Maintains sanitation and safety practices in all phases of food service operation.
5. Demonstrates regular and predictable attendance.
6. Receives, handles and stores all food and supplies according to established guidelines.
7. Maintains confidentiality of information for eligible enrollees for free and reduced meals.
8. Shall comply with Safety Rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules, or Orders, through the utilization of protective equipment and decontamination techniques.

**GENERAL EXPECTATIONS:**

- Promotes and implements the mandates of the LCBDD in a professional, positive, and efficient manner.
- Maintaining confidentiality is required.
- Regular and predictable attendance is expected.
- Preserving a valid certification, licensure or registration is expected for those positions that require such in order to continue employment.
- It is essential for the employee to maintain all training and in-services required by the position.
- The LCBDD promotes a non-hostile and non-discriminating work environment. Employees must adhere to respectful conduct and language at all times. The Board expects all employees to follow policies/procedures of the department and Agency rules and regulations.

**COMPETENCIES FOR THIS POSITION:** Physically capable to lift, carry and move equipment and supplies in a safe manner. Experience in commercial cooking preferred.

**POSITIONS DIRECTLY SUPERVISED:** none

**EQUIPMENT OPERATED:** Kitchen Equipment

**WORKING CONDITIONS:**

- Position may involve exposure to individuals with medical and behavioral risks.
- Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious materials, and/or aggressive behavior.

**PROBATIONARY PERIOD:** One Year

**Please submit completed application by September 11, 2020 to:**

**Attn: Deb Morrison  
Logan County Board of DD  
1851 St. Rt. 47 West  
Bellefontaine, OH 43311**