Cook Helper

**JOB PURPOSE**
Under general supervision, helps prepare meals in cafeterias, dining halls or other eateries.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**
Under direct supervision prepares food items according to menus and numbers of portions to be served.

Receives and stores food supplies, equipment, and utensils in refrigerators, cupboards, and other storage areas.

Carries food supplies, equipment, and utensils to and from storage and work areas.

Weighs or measures ingredients.

Uses manual and/or electric appliances to clean, peel, slice, and trim foods.

Washes, peels and/or cuts various foods to prepare for cooking or serving.

Assures that the kitchen is equipped with all necessary food and cooking items for scheduled meals.

Informs supervisors when supplies are low or equipment is not working properly.

Cleans galley equipment, kitchen appliances, and work areas in order to ensure cleanliness and functional operation.

Removes trash and cleans kitchen garbage containers.

Trains and assists new employees.

Assists in other kitchen departments as time permits.

**KNOWLEDGE, SKILLS, AND ABILITIES**
Working knowledge of preparation methods and practices for a variety of foods.

Considerable knowledge of basic kitchen sanitation methods and food safety practices.

Ability to interpret and follow oral and written instructions.

Ability to read and interpret recipes and calculate necessary quantities of ingredients.

Ability to learn to operate institutional kitchen equipment.
Ability to coordinate both preparation and timing for menu food items.

Ability to perform work requiring considerable standing and light-medium physical effort under hot working conditions.

Ability to maintain acceptable standards of personal hygiene.

Ability to work in safe and efficient manner.

MINIMUM REQUIREMENTS

Education: General knowledge at the high school level.

Experience: Previous related experience helpful but not required.

Certifications/Licenses: Some positions may require food service certification within timeframe specified by the department.

PHYSICAL REQUIREMENTS

Sitting, standing, walking, squatting/kneeling, climbing, balancing, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs multiple times per shift, fingerinig, talking, hearing, and seeing.

WORKING CONDITIONS

Spends most time indoors with possible exposure to extreme hot when working with cooking equipment. Possible exposure to distraction/uncomfortable noise levels. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.