



Dartmouth College

Title: Cook Helper - General
Department: Dartmouth Dining Services
Reports to: Manager - Courtyard Cafe

Position #: 1000088
Category: Non-Exempt
Level: A
Date: June 2010

Position Purpose

Under close supervision, assists with the preparation of food items regularly listed on the daily menu in the dining facilities and for catered functions. Works in any general cooking area where needed, e.g. grill station, breakfast, salad room, bakery shop, routine catered orders, etc. Receives on-the-job training in general food service and sanitation procedures and in proper use and cleaning of kitchen equipment and machinery.

Key Accountabilities

Responsibilities

- Assists with the preparation of food items.
- Washes, peels, cuts, and seeds vegetables and fruits.
- Cleans, cuts and grinds meats, poultry, and seafood.
- Dips food items in crumbs, flour, and batter to bread them.
- Stirs and strains soups and sauces.
- Weighs and measures designated ingredients.
- Carries pans, kettles, and trays of food to and from work stations, stove and refrigerator.
- Stores foods in designated areas, maintaining an awareness of temperature requirements and potential for food spoilage.
- Learns and follows safety precautions and proper food handling and storage procedures.
- Cleans and properly stores kitchen equipment and machinery.
- Checks refrigerators and freezers for safe food temperatures, notifies supervisor of unusual changes.

Performs other duties assigned.

Position Requirements

Skills & Knowledge	Experience	Education
<ul style="list-style-type: none"> • Basic understanding of cleanliness procedures and general sanitation regulations. • Familiarity with standard cooking methods and procedures. Ability to read, understand and follow recipes. 	<ul style="list-style-type: none"> • Food service experience in an institutional establishment is preferred. 	<ul style="list-style-type: none"> • High School graduate with six months of relevant experience in food preparation; or the equivalent.

<ul style="list-style-type: none">• Ability to perform basic math and measurements.• Good interpersonal and communication skills and ability to follow customer relations policies and procedures.• Ability to lift and carry objects weighing up to 50 pounds. Works varied shifts and required overtime.• Commitment to diversity and to serving the needs of a diverse population.• Must have successfully completed the following training prior to performing work to which the training relates: Hazard Communication.		
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