

Position Description:
Lakeville Area Public Schools:

Position Title: **SECOND COOK**

Job Classification: Student Nutrition - Non-Licensed

ESSENTIAL DUTIES & RESPONSIBILITIES:

Works collaboratively with the Cook Manager on all aspects of planning, preparation, service, sanitation and reporting of meals. Duties include the following & other duties as assigned:

- Assists with all aspects of meal preparation, set up, service and clean up.
- Prepares baked goods and deli items as needed.
- Prepares fruit, vegetables and other food items in quantities according to menu and production needs.
- Maintains sanitation and safety in all aspects of food handling and equipment care.
- Demonstrates interpersonal leadership.

SUPERVISORY RESPONSIBILITIES:

This position is responsible for acting as supervisor in the absence of the cook manager.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions when feasible.

EDUCATION & EXPERIENCE:

High school diploma. Previous institutional food preparation experience preferred.

CERTIFICATION REQUIREMENTS:

Must be certified at level 3.

If uncertified at hire, certification requirements must be met within 3 calendar years of hire date. Must meet course requirements of a new employee within 100 working days of hire.

OTHER REQUIRED SKILLS, ABILITIES AND BEHAVIORS:

- Competently operates large cooking equipment such as mixers, ovens, steamers, slicers, VCMs, and dishwashers.
- Accurately handles money.
- Competently executes functions involving point of sale and computer programs.
- Consistently works well with others displaying honesty, courtesy, compassion and helpfulness. Exhibits behavior which is not detrimental to the team, program or district at work and in the public.
- Maintains dependable attendance.
- Respectively follows directives of supervisors.
- Actively participates in contributing towards program improvements.
- Consistently adheres to District rules and policies.

LANGUAGE SKILLS:

Must be able to comprehend, read, write and speak English competently and fluently. Must be able to read and comprehend recipes, basic instructions, short correspondence and memos.

MATHEMATICAL SKILLS:

Requires ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

REASONING ABILITY:

Demonstrates competency in applying common sense; comprehending and executing detailed written and oral instructions. Able to make decisions and ask questions when appropriate.

PHYSICAL DEMANDS:

This position requires the ability to stand, walk, use arms, hands & fingers to perform detailed, repetitive movements. Must be able to regularly lift and move 25 lbs, and occasionally handle weights up to 50 lbs. Duties frequently include the need to stoop, kneel, crouch or crawl.

WORKING CONDITIONS

The work environment requires the ability to work in an environment that consists of mechanical equipment, extremes of heat and cold, wet, humid conditions, loud noises, fumes and airborne particles, electrical and gas sources.

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand				X
Walk				X
Sit		X		
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell				X
Physical (lift and carry):				
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			