



<i>Position</i>	Second Cook
<i>Location</i>	Morton West High School
<i>Reports To</i>	Food Service Manager
<i>Terms of Employment</i>	10 months per year
<i>Evaluation</i>	Annually
<i>Compensation</i>	\$18-\$21/hour based on experience and qualifications

Qualifications

Ability to read and write.

Ability to work independently with minimal supervision.

Ability to supervise staff, organize, and assign tasks.

Strong leadership skills.

Professionalism.

Attention to detail.

Complete understanding of the components and guidelines pertaining to the National School Lunch and Breakfast Program.

Basic knowledge of food service equipment.

Must obtain Food Protection Managers Certificate within the first 6 months of hire.

Essential Duties and Responsibilities

1. Follow menus and recipes precisely in preparing food.
2. Assemble food and other supplies needed for the preparation of meals.
3. Adjust recipes for desired yields.
4. Operate, utilize, clean and maintain the food service equipment to realize maximum output.
5. Prepare food in a manner to ensure proper temperature, appearance, nutrition and

flavor.

6. Supervise kitchen employees in preparation of all food for the breakfast program, lunch program, and staff cafeteria.
7. Maintain order and cleanliness of the refrigerators and freezers.
8. Supervise the preparation of all food for special functions.
9. Work with the Manager on a weekly basis to coordinate menu, purchasing and inventory.
10. Collaborate with the Food Service Manager and Food Service Consultant to come up with new menu ideas and create new recipes for preparation in all areas of the food service operation.
11. Monitor food portions and control food waste to minimize costs and maintain budget.
12. Report all equipment problems or failures to the Manager.
13. Maintain Professional Conduct and Ethical Standards. Demonstrate professionalism at all times by adhering to school policies, maintaining a respectful and collaborative work environment, and ensuring compliance with all health and safety regulations.
14. Foster positive relationships with staff, students, faculty, and all other stakeholders.
15. Lead by example, promote a positive work culture, and set high standards of behavior in line with the values and goals of the school.
16. Such other tasks as assigned by the Food Service Manager.

<i>Physical Demands</i>

This position requires the ability to stand for long periods of time and move to multiple locations on multiple floors in one day. There is some bending, lifting, carrying, stair climbing. Must be able to lift 50 pounds.
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<i>Work Environment</i>

The work environment for this position is varied and includes office and school cafeteria/kitchen locations. The work for this position is typically indoors but may involve working in hot temperatures. Reliable transportation is required for this position.
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<i>Job Description Adopted</i>

July 22, 2025
