



## Anamosa Community School District

**Job Title:** Cook

**Reports to:** Nutrition Services Manager & Nutrition Services Director

<b>Status:</b>	<input checked="" type="checkbox"/> Full Time	<input checked="" type="checkbox"/> Part Time
	<input checked="" type="checkbox"/> Hourly	<input type="checkbox"/> Salary
	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt

**DATE REVISED:** February 2021

### EXECUTIVE SUMMARY:

To serve the students and staff attractive and nutritious meals in a warm, but efficient, and clean atmosphere.

### ESSENTIAL FUNCTIONS:

- Rotates on a regular basis in the preparation of various foods so is familiar with with all aspects of food preparation from main entree to desserts and bread;
- Assists in the portioning and serving of food in an efficient and pleasant manner;
- Assists in the daily cleaning of kitchen equipment, and the washing and sterilizing of all dishes, silverware, and utensils, as well as the daily cleaning of the kitchen and cafeteria areas;
- Performs major cleaning of equipment and spaces, including refrigerator and storerooms;
- Assists in the proper and safe storage of food and supplies received in the building kitchen;
- Is familiar with proper temperatures of hot and cold food;
- Performs such other tasks and assumes such other responsibilities as may from time to time be assigned;

### KNOWLEDGE SKILLS AND ABILITIES REQUIRED

#### Education and Licensure:

- High School Diploma or equivalent

#### Knowledge and Skills:

- Ability to read and follow instructions;
- Good verbal communication skills;
- Understanding of proper food handling and sanitation procedures.

**PHYSICAL REQUIREMENTS:** *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

Physical Activity	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
Climbing	X		
Balancing	X		
Stooping	X		
Kneeling	X		
Crouching	X		
Reaching			X
Standing			X
Walking		X	
Pushing		X	
Pulling		X	
Lifting up to 25 lbs		X	
Lifting up to 50 lbs	X		
Fingering - picking, pinching, typing or otherwise working primarily with fingers rather than with whole hand or arm	X		
Grasping			X
Feeling - perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin		X	
Talking		X	
Hearing		X	
Repetitive motions			X
Visual - close visual acuity to perform visual inspection involving small defects, small parts, operations of machines, and reading measurement devices			X

**WORKING CONDITIONS:**

Working Conditions	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
Indoor environment			X
Outdoor environment	X		
Extreme temperatures	X		
Noise		X	
Vibration	X		
Subject to hazards, such as:			
- proximity to moving mechanical parts	X		

- Proximity to moving vehicles	X		
- Exposure to high heat		X	
- Exposure to chemicals	X		
Exposure to atmospheric conditions, such as:			
- Fumes	X		
- Odors		X	
- Dust	X		
- Mists	X		
- Gases	X		
- Poor ventilation	X		
Exposure to infectious disease	X		

**TERMS OF EMPLOYMENT:**

Salary, benefits, and work year as established by the board.

**EVALUATION:**

Performance of this job to be evaluated annually by the Nutrition Services Director.

**EQUAL EMPLOYMENT OPPORTUNITY:**

It is the policy of the Anamosa Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, and gender identity in its employment practices.

*The statements contained herein describe the scope of responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.*

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_