

Job Title: COOK
Department: Food Service
Reports to: Head Cook, Director of Food Services, Assistant Superintendent
Classification: Non-exempt / Support Staff
Employment: 9 months / At-will
Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support staff personnel.

SUMMARY

Responsible for meal preparation, compliance with all health and sanitation regulations, and delivery of meals through the district's food service program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Assists the Head Cook with checking and receipt of all supplies delivered to the school kitchen and storeroom. All merchandise must be checked and counted and all invoices properly signed.
2. Assists the Head Cook with maintaining all records pertaining to the daily participation of the lunch program.
3. Maintains cleanliness and orderliness in the school kitchen and storeroom.
4. Assists the Head Cook in monitoring refrigerators, freezers, and dishwashers for proper temperatures.
5. Prepares and serves meals (breakfast and lunch) each school day as directed by the Head Cook and according to published menus.
6. Clean and sanitize cooking and serving areas.
7. Operates basic kitchen equipment including slicers, fryers, openers and dishwashers.
8. Makes recommendations to the Head Cook for improvements to the school meals program.
9. Assists in determining undesirable brands of foods, which are not conducive to a quality meal.
10. Those assigned to the cashier function will scan student ID cards for input into the student records food service module. **Cashiers must maintain student confidentiality.**
11. **Maintains confidential nature of all school-related matters.**
12. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

SUPERVISORY DUTIES

N/A

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

Experience in large scale food preparation. Such additional qualifications as the board of education may find appropriate and acceptable.

Certificates, Licenses, Registrations

N/A

SKILLS AND ABILITIES

Language

An individual who holds this position must have the ability to:

Read and comprehend simple instructions, short correspondence and memos written in English

Write simple correspondence

Communicate one on one and in small groups

Maintain appropriate relationships with students and coworkers

Computation

Ability to add, subtract, multiply and divide and perform those operations using units of American money and weight, volume and distance measurements.

Reasoning

An individual who holds this position must have the ability to:

Comprehend and follow detailed but basic written or oral instructions

Solve simple problems with few variables in stable conditions

Technology

Basic computer skills.

PHYSICAL DEMANDS

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 essential functions.

Physical Requirements

An individual who holds this position must have the ability to:

Frequently walk short distances

Continuously stand

Frequently bend or twist at the neck and torso

Continuously grip

Occasionally reach, stoop, kneel and crouch

Frequently lift ten pounds and occasionally lift fifty pounds

Use close, distance and peripheral vision.

Hours / Attendance / Travel

Consistent and regular attendance is an essential duty of this position. Monday through Friday, beginning and ending time set by the supervisor.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee may occasionally work in temperatures that exceed 100 degrees Fahrenheit. The work environment is frequently quite loud; employees may need to raise voices to be heard. There is a greater than average risk of minor burns and cuts.

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