

**KITCHEN COOK****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.

1. High School Diploma or equivalent.
2. Comparable experience as a cook in a school district or work experience in a similar food service setting.
3. Knowledge of commercial kitchen procedures.
4. Positive and professional demeanor when working with students, staff, administrators, and patrons.
5. Physically able to perform assigned duties, including the ability to move at a quick pace.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Reports to:** Kitchen Manager

**Supervises:** N/A

**Job Goals:**

To serve the students and staff nutritious and appealing meals in an atmosphere of efficiency, cleanliness, and warmth.

**Essential Duties and Responsibilities:**

1. Obtain at least 4 to 6 hours of annual continuing education/training depending on work hours. Attend annual back to school training in August.
2. Prepare and serve food according to recipes and develop skills to prepare all menu items.
3. Maintain the highest standards of safety and cleanliness in the kitchen.
4. Use proper procedures with receiving and storage of groceries and kitchen supplies. All deliveries must be checked in, properly stored; rotate, organize and utilize all supplies. Report any faulty or inferior quality food received to the Kitchen Manager.
5. Use proper documentation to record production records, temperatures and food safety logs.
6. Maintain a good working relationship with parents, students, teachers and principal(s) in all aspects of school child nutrition.
7. Operate serving line terminal with accuracy regarding reimbursable meals and money collected as assigned.
8. Assist in the daily cleaning and sanitation of the kitchen.
9. Maintain high standards of ethical behavior and confidentiality.
10. Communicate effectively, receive and accept instruction, and foster productivity and satisfaction through collaboration with other employees.
11. Comply with the Child Nutrition Dress Code Policy.
12. Have regular and predictable attendance.

**Other Duties and Responsibilities:**

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Perform all other duties as assigned.

**Terms of Employment:**

**This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee, and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.**

An employee working in this position shall, at all times, be subject to the direction of the persons to whom said employee has primary responsibility or said person’s designee(s), and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said School District rules, regulations and policies.

This position will be 3.5 hours per day, up to 154 days per year; or 5.0 hours per day, up to 162 days per year. Work hours to be established by the Child Nutrition Supervisor. Salary placement to be determined by the Child Nutrition Salary Schedule, as adopted by the Board of Trustees. All terms of employment may be subject to change, as recommended by administrative staff or as directed by the Board of Trustees.

**Evaluation:**

Performance of this position will be evaluated annually in accordance with Board policy.

**Physical Demand/Work Environment**

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.

While performing the duties of this job, the employee is regularly required to sit; stand; walk; have sufficient hand, arm and finger dexterity; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is regularly required to be in a stationary position; move about as needed; use, prepare, place, set up, remove/replace, and collect items; communicate, convey, discuss, and exchange information. The employee is frequently required to distinguish or determine flavors. The employee is frequently required to lift inventory up to 50 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate to loud.

Reviewed \_\_\_\_\_ Revised: 08/15  
01/11  
02/07

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**NOTES:**

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference: I.C. § 33-512 Governance of Schools  
I.C. § 33-1210 Information on Past Job Performance