



POSITION DESCRIPTION BROOKLYN CENTER COMMUNITY SCHOOLS

Job Title: Prep Cook
Assigned Location: Secondary ▾
Immediate Supervisor/ Reports to: Nutrition Service Manager ▾
Education: High School Diploma/ GED ▾ <i>*Experience in Food Services, Nutrition, Hospitality, or related field.</i>
License/ Certification: Food Protection Manager Certification ▾ <i>*Obtained within three (3) months of hire.</i> School Nutrition Association Certification ▾ <i>*Obtained within one (1) year of hire.</i>
Type of position: Full-time ▾ FLSA Status: Nonexempt ▾
Workgroup Classification: Food Service Contract ▾

PURPOSE
Performs semiskilled work preparing, cooking, and serving breakfast, lunch, and dinner foods, cleaning kitchen and utensils, maintaining records, and related work as apparent or assigned. Work is performed under the moderate supervision of the Head Cook/ and District Nutrition Service Manager.
KNOWLEDGE/ SKILLS/ ABILITIES
<ul style="list-style-type: none"> • Skilled in the use of standardized and specialized kitchen utensils and equipment • Ability to establish and maintain effective working relationships with staff, students, parents, and the general community • Ability to relate and communicate effectively with people of different cultural, ethnic, and socio-economic backgrounds • Demonstrated success working effectively in a diverse, collaborative team environment, with skills in promoting cultural inclusiveness • Ability to establish and maintain effective working relationships with others • Ability to work long hours while standing and under high-temperature conditions • Some knowledge of food quality and values and of nutritional and economical substitutions within food groups • Knowledge of the principles and practices used in storing food in large quantities • Knowledge of kitchen sanitation and safety measures used in food handling and in the operation, cleaning, and care of utensils, equipment, and work areas • General knowledge of materials and methods used in preparing and serving meats, breads, vegetables, and other foods on a large scale • General knowledge of food preparation equipment use or care • Some knowledge of U.S.D.A. rules and regulations
DUTIES AND RESPONSIBILITIES
<p><i>This list is representative of, but is not a comprehensive listing of all functions and duties performed. Employees are required to be in attendance and prepared to begin work on the specified days and hours. Factors such as regular attendance are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:</i></p> <ul style="list-style-type: none"> • Prepares, cooks, and serves items in accordance with the menu • Sets up a la carte items and serves as a cashier • Counts and records monies received • Operates dishwasher, mixer, chopper, slicer, steamers, deep fryers, ovens, and other food service and mechanical equipment • Serves students in a manner that promotes a safe, supportive, culturally responsive, equitable, and welcoming learning environment • Assists with preparing, cooking, and serving breakfast, lunch, and dinner foods

- Preps lunch items for the head cook, preps and stocks salad, deli, beverage machines, and condiment cart
- Prepares and serves sandwiches made to order
- Cleans kitchen and equipment, washes and puts away dishes and utensils
- Washes, folds, and stores laundry
- Performs general cleaning chores
- Replenishes food, beverage, and utensil supplies during meal service periods and assures portions served are consistent
- Creates a welcoming environment for students and positively interacts with all students and staff
- Stocks and rotates food supplies
- Maintains sanitary standards
- Assists with maintaining production records
- Counts and reports on leftovers
- Records food items, supplies used and meals served
- Reports accidents and/or issues occurring in the kitchen or cafeteria
- Assists in estimating and ordering food supplies
- Serves as Baker or Clerk in their absence
- Other duties as assigned

REQUIRED or PREFERRED WORK EXPERIENCE

- Previous experience in school food service or catering preferred
- Food Protection Manager Certification must be obtained within three (3) months of hire
- School Nutrition Association Certification may be obtained within one (1) year of hire

PHYSICAL REQUIREMENTS

- Work occasionally requires working near:
 - Moving mechanical parts
 - Exposure to fumes or airborne particles
 - Exposure to extreme heat (non-weather)
 - Exposure to the risk of electrical shock
 - Exposure to vibration
 - Exposure to bloodborne pathogens and,
 - May be required to wear specialized personal protective equipment
- Work frequently requires exposure to extreme heat (nonweather)
- Occasionally requires wet, humid conditions (nonweather),
- May be required to wear a facemask and other protective equipment during a pandemic outbreak
- Work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic)

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	67-100% Continuously
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use hands dexterously (use fingers to handle, feel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop/ crouch or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or Smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical (Lift & Carry):				
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 75 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Last Updated:
NAME, TITLE
DATE