

JOB INFORMATION

Title:	Cook - Centennial S D
FLSA:	Non-Exempt
Terms of Employment:	180 Days
Employee Group:	Support / Compensation Agreement
Location	Various Buildings
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ORGANIZATION

County:	Bucks
Entity:	Centennial S D
Department:	Assigned Department per Organizational Chart
Reports To:	Assigned Administrator
Supervises:	Assigned Staff

JOB GOAL

Provide students and staff with a nutritional, eye-appealing meal while ensuring a clean, sanitary, and safe working environment according to proper regulations.

ESSENTIAL FUNCTIONS

- Ability to follow standardize recipes to the fullest to meet nutritional guidelines and follow all HACCP protocols.
- Ability to operate food service equipment properly, safely and to its fullest.
- Ability to perform mathematical operations and to apply mechanical skills and technical skills to accomplish the essential duties of the position.
- Ability to communicate and to demonstrate interpersonal skills effectively in dealing with students and staff, and educational agencies as related to performance of the duties of the position.
- Maintains proper daily production records along with cooking temperature logs.
- Determines the quantities of each food to be prepared daily based off of daily production records.
- Available for special functions held in their cafeteria.
- Ability to perform routine tasks cooperatively and to adjust to interruptions, variables, or changes in situations.
- Maintains inventory and help oversee the FIFO techniques.
- Reports to the the Cafeteria Manager any faulty or inferior quality food which is received.
- Records daily temperatures in all refrigerators, freezers, and storerooms. Reports any problems to Manager.
- Helps to serve students, faculty, and staff and replenish food on serving line.
- Prepares food according to a planned menu and tested, uniform recipes and determines if the finished product is the best quality both in flavor and appearance before it is served.
- Responsible for proper food temperatures and corrections as needed.
- Assists with food preparation as instructed by supervisor.
- Applies principles of safe and sanitary food handling; preparation and storage.
- Verifies and ensure adequate supply, portion control, and proper display of food; maintains correct food temperatures.
- Sets up serving lines with utensils and foods (hot and cold). Serves on the line.
- Cleans all items used including trays, pots, pans, and utensils.
- Cleans and sanitizes work area, counters, tables and other equipment; cleans up spills as they occur in the kitchen work area.
- Maintains, organizes and cleans refrigerators, freezers and storeroom shelves.
- Assists cashiers at serving time if needed; performs point of sale processes according to established procedures.
- Completes daily production report, and other reports as assigned.
- Provides set up for meetings and work banquets, as needed.
- Participates in all required training.
- Knowledge of weights, measures and portion control.

Performs other duties as assigned.

Performs in accordance with school policy, administrative regulations, state and federal laws.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Education Details	Req	Pref
High School		X	

Work Experience

Experience	Experience Details	Req	Pref
2-3 years	Experience in Food Service.	X	

Licenses and Certifications

Enter Licenses/Certifications	Lic/Certification Details	Req	Pref
	ServSafe Certification	X	

Driver's License

- ☒ Valid Driver's License Required

SCOPE

Analytical Demands

- ☒ Occasional analytical demands. Analysis involves simple comparisons between numbers, letters, etc. (e.g., sorting, tallying, simple tabulating, and the like).

Supervision

- ☒ Immediate supervision of less than three (3) employees where more than 40% of time is spent assigning, reviewing and checking work and eliminating normal operational problems. "

Sensory Abilities

- ☒ Visual acuity and auditory acuity.
☒ Ability to communicate effectively in all aspects of the job.

Temperament

- ☒ Must possess excellent interpersonal skills.
☒ Ability to make judgments and work under high level of stress.
☒ Must be cooperative, congenial, and service oriented.
☒ Able to make judgments and work in situations that may be stressful.
☒ Ability to work as a coordinator and a member of a team.
☒ Must be courteous and able to effectively manage job responsibilities.
☒ Must be cooperative, congenial, service oriented, and promote these qualities.
☒ Ability to work in an environment with frequent interruptions.
☒ Ability to be respectful and empathetic.

Cognitive Ability

- ☒ Ability to communicate effectively.
☒ Ability to organize tasks.
☒ Ability to exercise good judgment.
☒ Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
☒ Ability to establish and maintain rapport with students, parents, athletic staff, alumni, Board members, booster groups, staff, co-workers, and general community.
☒ Ability to work on multiple tasks and prioritize appropriately.

Cognitive Ability

- ☒ Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- ☒ Maintains productive working relationship with immediate supervisor.

Specific Skills

- ☒ Must possess active listening skills.
- ☒ Must possess conflict mediation skills.
- ☒ Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.
- ☒ Able to adjust to changes in the work environment.
- ☒ Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- ☒ Maintains a good attitude toward administration, fellow employees and the public.

Workplace Expectations

- ☒ Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- ☒ Promotes a positive team environment through active cooperation with others.
- ☒ Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- ☒ Shows initiative and works with minimal supervision.
- ☒ When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- ☒ Responds appropriately to supervision and direction.
- ☒ Dresses appropriately for job environment.
- ☒ Ability to follow directions and give direction to others.
- ☒ Ability to work independently and make work-related decisions.
- ☒ Ability to exercise good judgment in prioritizing tasks.
- ☒ Ability to communicate effectively at all organizational levels.
- ☒ Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.
- ☒ Ability to appropriately handle confidential information in accordance with District policies.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standard ADA Settings

Standard ADA Selection	Office
	Classroom
	X Other(to include Physically Demanding Positions)

This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	Physical Demand	Rarely	Occasionally	Frequently	Constantly	Weight
☒	Driving/Operating Mobile Equipment		X			
☒	Use of Hand Tools (power or manual)		X			
☒	Use of Personal Protective Equipment				X	
☒	Use of Office Equipment (computer, printer, telephone, etc.)			X		
☒	Standing for extended periods of time				X	

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	Physical Demand	Rarely	Occasionally	Frequently	Constantly	Weight
☒	Walking for extended periods of time			X		
☒	Crawling	X				
☒	Climbing	X				
☒	Repeated Bending			X		
☒	Gripping/Holding			X		
☒	Reaching (above shoulder/at waist/below waist level)			X		
☒	Hearing (person to person, on the phone, in group settings)			X		
☒	Vision (near, midrange, far, peripheral, depth and color)				X	
☒	Lifting (Weight)			X		40 lbs.
☒	Carrying (Weight)			X		40 lbs.

The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.

Working Environment

	Working Condition
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- ☒ Subject to inside environmental conditions
- ☒ Subject to outside environmental conditions
- ☒ Subject to extreme hot areas (near ovens, etc.) and cold areas (freezers)
- ☒ May be exposed to hazardous materials, body fluids, or disease
- ☒ Subject to physical hazards, including conditions that may affect the respiratory system and/or skin