



Position	Cook
Location	Morton Freshman Center
Department	Food Service
Reports To	Food Service Manager
Qualifications	<p>Required</p> <ul style="list-style-type: none"> • Ability to read and write. • Ability to work independently with minimal supervision. • Ability to supervise staff, organize, and assign tasks. • Strong leadership skills. • Professionalism. • Attention to detail. • Basic knowledge of food service equipment. • Ability to lift 50 pounds. <p>Preferred</p> <ul style="list-style-type: none"> • Complete understanding of the components and guidelines pertaining to the National School Lunch and Breakfast Program. • Certification of Food Service Sanitation preferred. • Bilingual Spanish preferred.
Terms of Employment	10 months per year
Evaluation	Annually
Compensation	\$18.00 – 21.00/hour based on qualifications and experience.
Start Date	May 1, 2026

Position Summary
<p>The Cook at Morton High School District 201 Freshman Center supervises kitchen staff and prepares meals for all food service programs while ensuring adherence to approved menus, standardized recipes, and food safety regulations. This role supports efficient kitchen operations while demonstrating professionalism through adherence to school policies, a respectful and collaborative work environment, and compliance with all health and safety regulations.</p>

Essential Duties and Responsibilities

- Prepare and service food for the breakfast program, lunch program, staff cafeteria, Morton Transition Center, and special functions in accordance with approved menus, standardized recipes, and established food safety guidelines.
- Follow menus and recipes precisely in preparing food and adjust recipes for desired yields.
- Assemble food and supplies efficiently to support daily meal preparation and service.
- Demonstrate knife skills, including safe and efficient cutting, chopping, slicing, and dicing.
- Operate, clean, and maintain food service equipment to ensure safety, efficiency, and maximum output.
- Prepare food in a manner to ensure proper temperature, appearance, nutrition, and flavor.
- Supervise kitchen employees in preparation of all food for the breakfast program, lunch program, and staff cafeteria.
- Maintain order and cleanliness of all kitchen areas, including refrigerators and freezers, in compliance with health regulations.
- Work with the Manager on a weekly basis to coordinate menu, purchasing, and inventory.
- Collaborate with the Food Service Manager and Food Service Consultant to come up with new menu ideas and create new recipes for preparation in all areas of the food service operation.
- Monitor food portions and control food waste to minimize costs and maintain budget.
- Report all equipment problems or failures to the Manager.
- Maintain professional conduct and ethical standards.
- Demonstrate professionalism at all times by adhering to school policies, maintaining a respectful and collaborative work environment, and ensuring compliance with all health and safety regulations.
- Foster positive relationships with staff, students, faculty, and all other stakeholders.
- Lead by example, promote a positive work culture, and set high standards of behavior in line with the values and goals of the school.
- Such other tasks as assigned by the Food Service Manager.

Physical Demands

This position requires the ability to stand for long periods of time and move to multiple locations on multiple floors in one day. There is some bending, lifting, carrying, stair climbing. Must be able to lift 50 pounds.

Work Environment

The work environment for this position is varied and includes office and school cafeteria/kitchen locations. The work for this position is typically indoors but may involve working in hot temperatures. Reliable transportation is required for this position.

<i>Job Description Adopted</i>

April 9, 2026
