

# **DEPARTMENT OF HUMAN RESOURCES**

*Wilmette Public Schools*

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## **Cook**

### **Primary Function**

To serve students attractive and nutritious meals in a clean environment.

### **Organizational Relationships**

Reports to the Head Cook, Food Service Coordinator and the Building Principal.

### **Qualifications**

- Graduation from high school or training and experience relevant to the position.
- Maintains a State of Illinois Department of Public Health Food Service Sanitation Certificate.
- Proficient skill in English composition, grammar and spelling.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to understand and carry out oral and written directions.
- Ability to lift/carry 50 pounds, move heavy trays of product, be on one's feet for long periods, load/unload heavy objects from hot ovens and dishwashers.
- Working knowledge of occupational hazards, safety precautions and fire and sanitation codes.
- Ability to operate various types of food service equipment and tools.

### **Performance Responsibilities**

1. Assists in the preparation and serving of food in a pleasant and efficient manner.
2. Maintains the highest standards of safety and cleanliness in the kitchen, serving line and storeroom.
3. Participates in the daily and periodic major cleaning of all kitchen equipment and the washing and sterilizing of dishes, silverware and utensils.
4. Checks that equipment is in safe and working condition before operating.
5. Utilizes working knowledge of safe, proper, sanitary and efficient use of kitchen tools and equipment.
6. Reports immediately any problem or accident occurring in the kitchen or cafeteria to Head Cook.
7. Wears a clean uniform daily.
8. Follows habits of good hygiene while handling food and utensils.
9. Substitutes for the Head Cook in his/her absence.
10. As needed, operates the POS machine.
11. Participates in planning, coordinating and preparing meals or snacks for building or district events.
12. Participates in required meetings.
13. Performs other related duties as assigned by the Head Cook, Food Service Coordinator, Building Principal and the Business Manager.

### **Terms of Employment**

184 work days. Salary and work year established by the Board of Education and Support Council Agreement.

### **Evaluation**

Performance of this job will be evaluated in accordance with the Support Council Agreement.

