

**VANDALIA-BUTLER CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

|                                |   |                 |
|--------------------------------|---|-----------------|
| <b>Title:</b>                  | <b>FOOD SERVICE COOK</b>  | <b>File 802</b> |
| <b>Reports to:</b>             | Food Service Supervisor and Food Service Manager  |                 |
| <b>Job Objective:</b>          | Prepares and serves meals. Maintains high standards that support the effective delivery of quality food services. Maintains an orderly and sanitary kitchen.  |                 |
| <b>Minimum Qualifications:</b> | <ul style="list-style-type: none"><li>· High school diploma.</li><li>· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>· A record free of criminal violations that would prohibit public school employment.</li><li>· Complies with drug-free workplace rules and all board policies.</li><li>· Keeps current with advances in technology and workplace innovations that enhance productivity.</li><li>· Food production skills and the ability to use commercial kitchen equipment.</li><li>· Successful completion of a board-approved sanitation/food safety course.</li><li>· Ability to comply with nutrition, health, and safety laws/regulations.</li><li>· Ability to accurately measure, weigh, and adjust recipe ingredients.</li></ul>  |                 |
| <b>Essential Functions:</b>    | <p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>· Checks/confirms assignments. Carefully follows directions. Seeks advice when expectations are unclear. Takes the initiative to perform routine tasks independently.</li><li>· Complies with all food service operation rules and regulations outlined in the Ohio Uniform Code.</li><li>· Upholds board policies and follows administrative guidelines/procedures. Refers district policy/procedure questions to administrators/supervisors.</li><li>· Advances the professional image of the school district. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.</li><li>· Facilitates community partnerships and school-sponsored activities that enhance student learning.</li><li>· Carefully uses products and supplies to control costs and reduce waste. Records food usage on production records. Advises a supervisor about the need for additional supplies.</li><li>· Assists with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages and spoiled products. Organizes, stores, dates, and rotates stock as directed.</li><li>· Follows the published menus. Prepares meals for students with dietary restrictions as directed.</li><li>· Uses standardized recipes to maintain quality control. Monitors production sheets.</li><li>· Monitors compliance with district specifications and mandated regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, etc.). Monitors temperature controls.</li><li>· Assists other staff as needed to deal with unexpected or urgent situations.</li><li>· Sets up serving lines. Assists with the attractive presentation of food. Replenishes supplies to maintain an orderly flow of customers. Promptly provides substitute menu items as needed.</li><li>· Operates the cash register as directed. Ensures that money is exchanged correctly. Monitors students to help maintain orderly behavior. Does not leave the cash register unattended.</li><li>· Accounts for all lunches. Submits records to the food service office.</li><li>· Operates the dishwasher. Monitors water temperature to ensure proper sanitizing cycle.</li><li>· Follows established sanitization procedures to properly wash dishes in three compartment sink.</li><li>· Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, dining tables, etc.</li><li>· Ensures that leftover food, kitchen supplies, and equipment are properly stored.</li><li>· Helps with special district events (e.g., banquets, etc.). Assists rental groups as directed.</li><li>· Secures equipment/work areas as directed.</li><li>· Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.</li><li>· Upholds the student conduct code. Maintains high expectations for behavior and performance.</li><li>· Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.</li><li>· Prepares for fire, health, and safety inspections. Learns how to operate fire/safety equipment. Documents all injuries that require medical attention.</li><li>· Respects personal privacy. Maintains the confidentiality of privileged information.</li><li>· Reports suspected child abuse and/or neglect to civil authorities as required by law.</li><li>· Participates in staff meetings and professional growth opportunities as directed.</li><li>· Strives to develop rapport and serves as a positive role model for others.</li></ul> |                 |

- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Differentiates subtle variances in aroma, color, taste, and texture.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Performs duties efficiently with limited supervision. Meets deadlines despite time constraints.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Reacts productively to interruptions and changing conditions.

**Working  
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks quickly.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Vandalia-Butler School District Board of Education.

The Vandalia-Butler School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events. **Rev. 7/07**