

JOB DESCRIPTION – COOK

Title: **Cook**

Reports To: Cafeteria Manager, Coordinator of Cafeterias,
Principal, Director of Operations

Employment Status: Part Time

FLSA Status: Non-Exempt

Qualifications:

1. High school diploma or equivalent
2. 18 years of age or older and must have and maintain a valid driver's license
3. Maintain good health, high moral character, and good attendance record
4. Ability to work with others in a wide variety of circumstances
5. Must possess excellent interpersonal skills, customer service skills, politeness and professionalism
6. Exhibit personal standards of grooming and dresses appropriately for the food service program
7. Ability to organize and carryout lunchroom procedures
8. Demonstrate a working knowledge of basic math and ability to follow instruction
9. Professional tact, diplomacy, and flexibility with administrators, staff, teachers, students, parents, and the community
10. Ability to do tasks that require repetitive motion
11. Ability to lift forty (40) pounds
12. Be proficient in technology that is necessary for normal job duties/responsibilities (i.e., e-mail, website access, point-of-sale system, etc.)
13. Demonstrate professional behavior with a strong adherence to confidentiality
14. Upon employment must complete sanitation training as per negotiated agreement
15. Have or be in the process of obtaining ServSafe Certification
16. Must obtain and maintain Bloodborne Pathogens training
17. Meet the legal requirements relative to a criminal background check

General Description:

Helps prepare, serve, and clean up after meals in an acceptable manner

Essential Functions:

1. Ability to establish and maintain a positive and professional relationship with co-workers, students, and parents; cultural sensitivity and ability to relate well and effectively in a diverse workplace and with a diverse client population

JOB DESCRIPTION – COOK (continued)

2. Be proficient in technology that is necessary for normal job duties/responsibilities (e-mail, website access and point of sale system)
3. Check e-mail daily
4. Carefully follows directions given by the Head Cook or Cafeteria Manager or Coordinator of Cafeterias
5. Strictly adheres to prescribed standardized recipes
6. Diligently works at his/her specific tasks and offers help to others when needed
7. He/she acquaints themselves with every procedure and all equipment in the lunchroom
8. Maintain orderly and clean work areas
9. Prepare and serve food in an attractive manner
10. Adhere to rigid sanitary standards
11. Take pride in personal appearance and maintain good personal hygiene
12. Understand the regulation and philosophy of the National School Lunch Program
13. Report absence to the Cafeteria Manager per the XESP Negotiated Agreement
14. Relate successfully with peers, students, and public
15. Lunchroom employees must follow all health code requirements (i.e., wear gloves, washing of hands, monitoring of food temperatures, etc.)
16. The specific working hours will be arranged in cooperation with the Cafeteria Manager, Head Cook, Coordinator of Cafeterias, and Building Administrators
17. Attending meetings/trainings outside of the regular work hours
18. Perform other duties pertinent to operation as assigned by the Superintendent or the Superintendent's designee
19. Abide by all Xenia Community School District policies

Other Duties and Responsibilities

1. Must complete all additional required district staff development within 60 calendar days of notification
2. Serve as a role model for students in how to conduct themselves as responsible citizens
3. Conduct other duties as assigned by the Cafeteria Manager, Coordinator of Cafeterias, Building Administrators, and Director of Business and Technology

ADDITIONAL WORKING CONDITIONS:

- **Occasional operation of a vehicle under inclement weather conditions**
- **Occasional interaction among unruly children**

Revised: February 13, 2012