

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
A	1	3	

JOB TITLE	CONTRACT REFERENCE
Cook	Nutritional Services

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Cook Manager	July 2018

JOB SUMMARY: Prepares, produces and serves a variety of foods from fresh, canned, dry or frozen states according to recipes and assists in other related tasks in a designated food service production and/or service area. This service is done in an atmosphere of cleanliness, cheerfulness and personal caring in accordance with the requirements of the MN State Department of Education, school budget and policies.

TASK NO.	FREQUENCY	BAND/GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:

1.	<ul style="list-style-type: none"> Prepares or assists in the preparation of a variety of main and side dishes and accompanying menu items, including sandwiches, salads, meats, vegetables, and fruits as specified by the menu, recipes and production records. Operates kitchen equipment such as, but not limited to, Robot Coupe, convection & combi ovens, warmers, coolers, serving lines, dish machine, 3 compartment sink and POS computer. Utilizes kitchenware such as, but not limited to, knives, spatulas, whisks, tongs, spoons, spoodles, and scoops. 	50%	
2.	<ul style="list-style-type: none"> Sets up and merchandises food and food service areas and serves food. Is aware of USDA meal pattern and portions for each meal 	5%	
3.	<ul style="list-style-type: none"> Prepares food in batches between lunch periods, Cleans serving area between lunch periods, replace serving utensils 	10%	
4.	<ul style="list-style-type: none"> Assists in the monitoring, reduction, and management of food waste. 	3%	
5.	<ul style="list-style-type: none"> Practices safe food handling according to Hazardous Analysis Critical Control Point HACCP, Anoka County Health Department, and FPS Food Services Standard Operating Procedures. 	8%	
6.	<ul style="list-style-type: none"> Assists in transporting and serving food to satellite locations 	5%	

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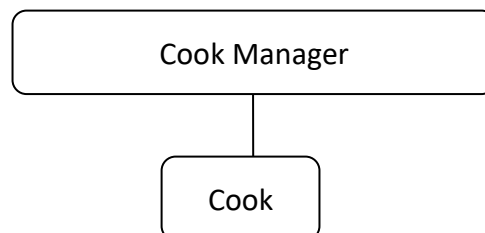
CONTRACT REFERENCE

Nutritional Services

7.	<ul style="list-style-type: none"> Cleans and sanitizes lunch trays, pots & pans, and cooking utensils used in the preparation and serving of foods. Participates in the breaking down/recycling of boxes. 	5%	
8.	<ul style="list-style-type: none"> Assists in the monthly inventory per cook manager's direction. 	1%	
9.	<ul style="list-style-type: none"> Assists in cashiering for lunch and A la Carte. 	5%	
10.	<ul style="list-style-type: none"> Assists in preparing sales, production and other reports 	2%	
11.	<ul style="list-style-type: none"> Maintains a positive interpersonal relationship with co-workers. Maintains positive customer relations with students and faculty. Maintains a flexible and teamwork attitude 	All the time	
12.	<ul style="list-style-type: none"> Performs daily, weekly, and monthly deep cleaning of the facility, service areas, and all kitchen equipment such as counters, tables, ovens, refrigerators, freezers, hot carts, mobile carts, and rolling racks. 	3%	
13.	<ul style="list-style-type: none"> Attends and participates in job related training and workshops. 	1%	
14.	<ul style="list-style-type: none"> Maintains kitchen for safety and cleanliness. 	2%	
15.	<ul style="list-style-type: none"> Assists in the opening and closing of the kitchen each school year. 	1%	
16.	<ul style="list-style-type: none"> Performs other duties as assigned 		

QUALIFICATIONS (Specific training or job experience required before appointment)

1. HS diploma or equivalent.
2. Ability to take direction of supervisor.
3. Ability to keep information confidential.
4. Ability to work cohesively with peers, supervisors, school personnel, and students.
5. Ability to demonstrate customer service skills on an ongoing basis.
6. Ability to work rapidly and efficiently in performing job duties.
7. Willingness to expand skills.
8. ServSafe Certification required by 1-year employment date

ORGANIZATIONAL RELATIONSHIPS

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SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

NON EXEMPT

Not to exceed 40 hours per week.