

Position Description:
Lakeville Area Public Schools:

Position Title: **PART TIME COOK**

Job Classification: Student Nutrition - Non-Licensed

Contract Days: 171 Days Elementary - 173 Days Secondary / Open Houses Additional

JOB SUMMARY:

Responsible for assisting in the preparation service and sanitation involved in serving meals to students and district customers while complying with all applicable health, sanitation and regulatory requirements.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Works collaboratively with the Cook Manager on all aspects of preparation, service, sanitation and recording of meals. Duties include the following & other duties as assigned:

- **Assists with all aspects of meal preparation, set up, service and clean up.**
- **Prepares fruit, vegetables, salads, sandwiches and other food items in quantities according to menu and production needs.**
- **Ensures food safety through consistently monitoring temperatures and practicing safe food handling.**
- **Maintains proper sanitation and equipment care. Duties include washing pots & pans, cleaning tables, sweeping and mopping.**
- **Demonstrates positive interpersonal skills.**

SUPERVISORY RESPONSIBILITIES:

This position does not require supervisory responsibilities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions when feasible.

EDUCATION & EXPERIENCE:

High school diploma and previous institutional food preparation experience preferred.

CERTIFICATION REQUIREMENTS:

Must meet course requirements of a new employee within one year of hire and per Student Nutrition Agreement thereafter.

OTHER REQUIRED SKILLS, ABILITIES AND BEHAVIORS:

- **Promotes participation through customer service delivery that is welcoming, encouraging and supportive.**
- **Competently operates large cooking equipment such as mixers, ovens, steamers, slicers, VCMs, and dishwashers as assigned.**

OTHER REQUIRED SKILLS, ABILITIES AND BEHAVIORS (continued):

- Accurately and competently executes functions involving point of sale, cash handling and computer programs.
- Consistently works well with others displaying honesty, courtesy, compassion and helpfulness. Exhibits behavior which is not detrimental to the team, program or district at work and in the public.
- Maintains dependable attendance.
- Respectfully follows directives of supervisors.
- Maintains good communication to facilitate seamless service.
- Actively participates in contributing towards program improvements.
- Consistently adheres to District rules and policies.

LANGUAGE SKILLS:

Must be able to comprehend, read, write and speak English competently and fluently. Must be able to read and comprehend recipes, basic instructions, short correspondence and memos.

MATHEMATICAL SKILLS:

Requires ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

REASONING ABILITY:

Demonstrates competency in applying common sense; comprehending and executing detailed written and oral instructions. Able to make decisions and ask questions when appropriate.

PHYSICAL DEMANDS:

This position requires the ability to stand, walk, use arms, hands & fingers to perform detailed, repetitive movements. Must be able to regularly lift and move 25 lbs, and occasionally handle weights up to 50 lbs. Duties frequently include the need to stoop, kneel, crouch or crawl.

WORKING CONDITIONS

The work environment requires the ability to work in an environment that consists of mechanical equipment, extremes of heat and cold, wet, humid conditions, loud noises, fumes and airborne particles, electrical and gas sources. It also requires the ability to work with all foods which are served on the menu.

This description describes the general nature and work expected of an individual assigned to this position. All staff are considered employees of the district and not individual schools. Employees may be required to perform other job-related duties as requested by their supervisor.