



# LA CRESCENT-HOKAH

## PUBLIC SCHOOLS

### Job Title: Cook

Contract: <a href="#">MSEA Master Agreement</a>	Team: Building Level Specific	Report to: School Nutrition Program Supervisor
Salary: 15.92/and up depending on related work exp.	Hours: Student Contact Days Only 8:30am-1:30pm	Location: Primarily Secondary School

### About La Crescent-Hokah School District

At La Crescent-Hokah School District, we are committed to fostering a supportive, innovative, and inclusive learning environment for all students. Serving La Crescent, Hokah and surrounding communities, our district is home to three schools: Pre-K through 4th grade, 5th through 8th grade, and 9th through 12th grade. We take pride in our dedicated staff, strong community partnerships, and a culture that values collaboration, academic excellence, and student success.

Our mission is to inspire and empower every learner to reach their full potential through engaging curriculum, strong communication, and a student-centered approach. We believe in building meaningful connections with families, staff, and the broader community to ensure a well-rounded and enriching educational experience.

### Qualifications

Education	<ol style="list-style-type: none"> <li>1. High School Diploma, G.E.D. or equivalent</li> <li>2. Must have basic math skills to perform recipe calculations</li> <li>3. Must be capable of cashiering and counting change</li> </ol>

### Job Summary

The Cook performs food preparation, serving, cashiering, and clean-up, as well as necessary communications to provide safe, nutritious, and appealing food in a pleasant environment as required by the District.

**Working Conditions:**

Will be required to work in walk-in freezers and coolers where temperatures will be below zero.

Will be required to use foodservice equipment that creates extreme temperatures with steam and high heat.

May be subject to work with hazardous chemicals

Subject to work in confined spaces

**Physical Demands:**

Be able to lift 50 pounds using proper lifting techniques

Be able to stand and walk for extended periods of time

Be able to sit, reach, carry, push, bend body at waist, bend both knees, twist, and stoop while handling items

Be able to hear and speak to communicate with customers, other workers, and supervisors

Be able to read recipes and employee handbook

Be able to see at close range and distinguish colors for judging appearance, condition, and attractiveness of food and displays

Answer, communicate, and dial the telephone in a clear, precise voice

Be able to operate cash register quickly and accurately to move customers through checkout line

Perform work in confined spaces, such as walk-in freezers and coolers, and small storage areas

**Essential Duties and Responsibilities** *The following duties are considered representative of the relative nature and level of the work. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. **Prepares and serves food efficiently and on time following local, state, and federal regulations and policies for School Meal Programs.**
2. **Stores food following policies and procedures specified by local and state sanitation codes as well as organizational procedures established in the Kitchen.**
3. **Uses defined procedures when receiving and moving food, supplies, and equipment**
4. **Reports safety hazards and equipment failures to Nutrition Supervisor**
5. **Maintains work and serving areas in a sanitary, safe, and efficient manner**
6. **Operates all foodservice and cashiering equipment following proper use and care procedures and safety measures.**
7. **Uses standardized recipes and follows defined portion sizes.**

8. **Uses reporting and inventory systems and maintains records as required.**
9. **Practices courteous service to customers and treats co-workers respectfully to provide a pleasant environment in the kitchen, server, and dining room.**
10. **Participates in training and instruction as deemed necessary by the District**
11. **Participates in kitchen team meetings as scheduled by the Nutrition Supervisor**
12. **Assists in updating job task lists for their assigned kitchen position to accomplish tasks with efficiency and maximum development of human resources.**
13. **Follows dress and personal grooming codes.**
14. **Accepts and implements instructions in a positive, cooperative manner**
15. **Accepts recommendations for performance improvement.**
16. **Assists in training co-workers as requested by Nutrition Supervisor**
17. **Knowledgeable of all District policies and procedures**
18. **Performs other reasonable related duties as assigned by immediate supervisor and other management as required**
19. **Employee is responsible to be knowledgeable of all District policies and procedures.**
20. **This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management as required.**

**\*\*This job description is not intended to be all-inclusive, and the employee will also perform other reasonable, related duties and tasks as assigned by their immediate supervisor and other management.**