

**Foods & Nutrition Services  
Manchester Board of Education**

Job Title: Cook  
Department: Food Services  
Reports To: Food Service Manager  
Prepared By: Food Service Director  
Prepared Date: October 2002  
Affiliation: AFSCME, Local 991 of Council 4

**SUMMARY**

Under general supervision of Food Service Manager determines quantities needed and prepares food items required for daily meal and a la carte service to students and staff. Prepares food items needed for special functions as scheduled. Directs and supervises Assistant Cook. Operates, cleans, and sanitizes various cooking equipment. May temporarily serve as the Food Service Manager as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Is responsible for food preparation as determined by Food Service Manager.
- Responsible for stocking serving lines to allow continuous flow in serving.
- Works with Food Service Manager to forecast amount of food and supplies needed on a weekly and monthly basis.
- Maintains inventory using proper storage principles; records and submits month-end inventory as required.
- Responsible for ensuring proper sanitary and health standards are maintained for food receiving, storage, preparation and serving.
- Responsible for cleaning and sanitizing work area including equipment, pots, pans, and utensils used during workday.
- Plans the schedule and directs daily work for Assistant Cook.
- Controls quality and quantity of food prepared and served utilizing batch cooking techniques to ensure food safety, quality, and minimal leftovers.
- Properly stores leftover foods.
- Utilizing leftover foods when possible.
- Developing standardized recipes.
- Preparing daily food production records.
- Actively participates in marketing efforts at the facility level to increase student participation.
- Maintains good public relations with students, parents, faculty, and staff.
- Performs related work as assigned.

## **QUALIFICATIONS:**

To perform this job successfully, the 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 essential functions.

## **EDUCATION, SKILLS, and/or INSTITUTIONAL FOOD SERVICE EXPERIENCE:**

- 1 year experience in institutional food service or closely related field.
- High School Diploma or equivalent.
- Comprehensive knowledge of the procedures, practices operations, and equipment of institutional food preparation.
- Ability to manage or perform the full range of tasks required to prepare, serve, and store food in a quality institutional food service unit.
- Demonstrated organizational skills and ability to meet deadlines.
- Successful completion of the National Sanitation Certification Exam.

## **LANGUAGE AND MATHEMATICAL SKILLS:**

- Must be able to read and write English at a level commensurate with educational level.
- Competent in basic computation such as percentages, weights, measures, etc.
- Proficient in the use of a calculator.

## **PHYSICAL DEMANDS:**

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 these essential functions. The individual must also be able to stand for prolonged periods of time, engage in repetitive motion including lifting up to 50 pounds when assigned to kitchen duties and must be able to tolerate extreme temperature changes from freezer to oven area (0-90 degrees F).

## **ADDITIONAL REQUIREMENTS:**

- Free of any infectious or communicable disease, which, according to a determination by the United States Secretary of Health and Human Services, may pose a risk of transmission through the handling of food.

## **COMPENSATION:**

- See appendix A of Cafeteria Workers Contract