

**MIDVIEW LOCAL SCHOOL DISTRICT**

**JOB DESCRIPTION**

<b>Title:</b>	<b>HOURLY COOK</b>	<b>File: 802</b>
<b>Reports to:</b>	Assigned Administrator/Supervisor	
<b>Job Objective:</b>	Helps manage food preparation and compliance with nutrition, health and safety laws/regulations	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"> <li>• High school diploma. Work skills substantiated by training and/or relevant work experience.</li> <li>• Ability to perform physically demanding work that includes lifting and moving heavy items.</li> <li>• Ability to prepare standardized recipes using commercial kitchen equipment.</li> <li>• An acceptable score on a pre-employment skill test may be required.</li> <li>• Demonstrates dependability/flexibility. Reacts to interruptions/emerging priorities effectively.</li> <li>• Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.</li> <li>• Exhibits consistent, impartial and resourceful critical-thinking skills.</li> <li>• Follows complex instructions and recognizes/corrects errors independently.</li> <li>• Successful completion of a board-approved sanitation/food safety course may be required.</li> <li>• Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.</li> <li>• Maintains a record free of criminal violations that would prohibit public school employment.</li> <li>• Meets all mandated health screening requirements.</li> <li>• Participates in all state/district mandated training sessions.</li> </ul>	
<b>NOTE</b>	Work schedules (hours/days/weeks), base wages, shift differentials, pay increments, benefits/holiday eligibility, etc., are defined in position contracts.	
<b>Essential Functions:</b>	<p><b>1. Performs food preparation and ancillary duties. Maintains high-quality standards that support the effective delivery of quality food services.</b></p> <ul style="list-style-type: none"> <li>a. Works effectively without continuous supervision. Performs tasks efficiently to meet deadlines.</li> <li>b. Assists with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages/spoiled products. Organizes, stores, dates and rotates stock as directed.</li> <li>c. Follows published menus. Complies with USDA child nutrition guidelines. Works with staff to address the needs of students with dietary restrictions.</li> <li>d. Uses standardized recipes to maintain quality control. Uses products carefully to control costs/reduce waste. Measures, weighs and adapts recipe ingredients accurately. Records food usage on production records. Notifies supervisor to replenish supplies.</li> <li>e. Monitors compliance with district specifications and mandated regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, etc.). Monitors temperature controls.</li> <li>f. Sets up serving lines. Gives attention to the attractive presentation/serving of food. Replenishes food to maintain an orderly flow of customers. Provides substitute menu items as needed.</li> <li>g. Operates the cash register or point-of-sale (POS) system. Follows district guidelines for personal checks/charges. Ensures that money is exchanged correctly and cash is not left unattended.</li> <li>h. Uses the list provided by the food service director to verify free and reduced-cost meals.</li> <li>i. Accounts for all meals served. Prepares a separate record of charges collected. Records unpaid charges at the end of each day. Reconciles shortages.</li> <li>j. Counts/wraps money. Prepares/makes bank deposits. Submits records as directed.</li> <li>k. Prepares documentation required for state and federal audits/reports as directed. Completes required daily paperwork.</li> <li>l. Prepares/operates the dishwasher. Verifies equipment is operating appropriately. Monitors water temperature to ensure proper sanitizing cycle.</li> <li>m. Follows established sanitization procedures to properly clean items that require hand washing.</li> <li>n. Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, dining tables, etc.</li> <li>o. Ensures that leftover food, supplies and equipment are stored properly.</li> <li>p. Helps prepare for health and safety inspections. Learns how to operate fire/safety equipment.</li> </ul>	

	<p>q. Reports personal injuries that require treatment to a supervisor.</p> <p>r. Assists with special district events and non-school use of food service facilities as directed.</p> <p>s. Protects district property. Secures equipment/storage areas as directed.</p> <p>t. Contacts families regarding lunch balances.</p> <p>u. Completes Health Department logs as required.</p>
	<p><b>2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.</b></p> <p>a. Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.</p> <p>b. Contributes to an effective and positive work/learning environment. Completes all assigned duties.</p> <p>c. Maintains a professional appearance. Wears work attire appropriate for the position.</p> <p>d. Helps students understand/embrace ethical conduct and democratic values.</p> <p>e. Respects privacy and maintains the confidentiality of privileged information.</p> <p>f. Maintains an acceptable attendance record and is punctual.</p> <p>g. Strives to develop rapport and serve as a positive role model for others.</p> <p>h. Takes the initiative to perform routine tasks independently.</p> <p>i. Shows an active interest in the academic/personal development of students.</p> <p>j. Supports community participation in school-sponsored events and activities.</p>
	<p><b>3. Maintains open/effective communications.</b></p> <p>a. Prepares/maintains accurate records. Submits required paperwork on time.</p> <p>b. Provides prompt notification of personal delays or absences.</p> <p>c. Refers district policy interpretation questions to appropriate administrator(s).</p> <p>d. Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.</p> <p>e. Uses diplomacy and self-control when dealing with other individuals. Respect the diversity of staff, community and students when communicating</p> <p>f. Participates in staff meetings, trainings, and other required school activities.</p> <p>g. Keeps informed about program/procedure changes.</p> <p>h. Seeks clarification when expectations are unclear.</p>
	<p><b>4. Pursues opportunities to enhance professional performance.</b></p> <p>a. Keeps current with advances in technology associated with work assignments.</p> <p>b. Maintains applicable credentials. Complies with all state licensure requirements.</p> <p>c. Works toward mastery of individualized development/performance goals as directed.</p> <p>d. Attends meetings, in-service programs, and trainings as directed.</p>
	<p><b>5. Takes precautions to ensure safety. Helps manage/eliminate risks.</b></p> <p>a. Follows district protocol and state law when dealing with bullying, discrimination, inappropriate behavior and suspected child abuse/neglect.</p> <p>b. Responds to emergencies following the district's emergency preparedness/crisis response plan.</p> <p>c. Provides appropriate supervision and maintains high expectations for acceptable student behavior.</p> <p>d. Monitors for situations that may indicate a problem.</p> <p>e. Notifies appropriate administrator(s) of potential problems.</p>
	<p><b>6. Performs other specific job-related duties as directed</b></p> <p>a. Assists with unexpected/urgent situations as needed.</p> <p>b. Helps implement workplace initiatives that advance district goals.</p>
<b>Working Conditions:</b>	<p><b>Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:</b></p> <ul style="list-style-type: none"> <li>• Balancing, bending, climbing, crouching, kneeling, reaching, or standing.</li> <li>• Exposure to adverse weather conditions and temperature extremes.</li> <li>• Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, loud sounds and odor. Exposure to wet and/or slippery surfaces.</li> <li>• Exposure to blood-borne pathogens and communicable diseases.</li> </ul>

	<ul style="list-style-type: none"> <li>• Interacting with aggressive, disruptive, and/or unruly individuals.</li> <li>• Lifting, carrying, and moving work-related supplies/equipment.</li> <li>• Operating and/or riding in a vehicle.</li> <li>• Traveling to meetings and work assignments</li> </ul>
<b>Performance Evaluation:</b>	Job performance is evaluated according to policy provisions and contractual agreements adopted by the Midview Local School District.
<b>Equal Opportunity Employment:</b>	The Board is an equal opportunity employer. It is the policy of the Board to offer employment without regard to race, color, religion, gender, national origin, age, or disability.
<p>This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.</p>	
<b>Revised 2021</b>	