

## JOB INFORMATION

<i>Job Title:</i>	Cook
<i>Version Date:</i>	2/28/2008
<i>Salary Grade:</i>	\$15.56 to 42.34 hourly
<i>Category:</i>	Food Services
<i>Department:</i>	Nutrition Services
<i>Work Year:</i>	151 Days
<i>FLSA Classification:</i>	Non-Exempt

## JOB SUMMARY

The overall goal of this position is to serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth.

### Essential Functions

<i>Essential Function</i>	<i>% TIME</i>
Responsible to and works under the direction of the <b>Nutrition Services Manager (NSM)</b> and <b>Assistant Nutrition Services Manager (ANSM)</b> .	10%
Prepares food according to a planned and tested menu. The employee follows the direction of uniform recipes and determines if the finished product is of the best quality, both in flavor and appearance, before it is served.	20%
Determines the quantities of each food to be prepared daily.	20%
Checks menus, ordering food and supplies to be used weekly.	15%
Reports immediately to the <b>(NSM)</b> , or <b>(ANSM)</b> , any problem or accident occurring in nutrition services or on the cafeteria premises.	5%
Maintains sanitary conditions and orderliness in the kitchen and storeroom at all times, including proper storage of foods.	8%
Serves food following the <u>Offer vs. Serve Guidelines</u> .	8%
Instructs and teaches employees in the operation of equipment or how to do a job and follows up to see if the worker is doing the job correctly.	5%
Responsible for the use of correct serving utensils as per the production control guide	5%
Confers with the <b>(NSM)</b> on any personnel problems.	1%
Performs such other tasks and assumes such other responsibilities as the <b>(NSM)</b> may from time to time assign.	3%

## 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.*

### Education

Required	High School Diploma or GED		
Preferred	Associates or Bachelors Degree		
Required	Specialized technical courses in business, vocational school, or community college related to a trade or skill.		

## Work Experience

1 year or more

The employee must demonstrate an aptitude for the successful performance of this job.

## Skills, Knowledge, Equipment & Other

Each candidate must be able to demonstrate aptitude for the successful performance of the tasks listed. Employee must have the ability to communicate with students, parents, school staff, and to inspire teamwork in the work place. The employee must also possess knowledge and understanding of the National School Food Service program and interest in furthering knowledge in school food service. Employee must have the ability to organize and operate kitchen efficiently. Requirements include operating industrial food service equipment, knowledge/experience with IBM personal computer, and basic computer software is preferred but not required.

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Carrying			X			
Climbing Stairs			X			
Crouching			X			
Grasping			X			
Grip			X			
Handling		X				
Kneeling		X				
Reaching (Abduction)			X			
Reaching (Adduction)			X			
Lifting (Above Shoulder)			X			
Pinch		X				
Pulling (Horizontal)			X			
Pulling (Vertical)			X			
Pushing (Horizontal)			X			
Pushing (Vertical)			X			
Lifting (10-25 pounds)				X		
Lifting (up to 50 pounds)			X			
Reaching (Forward)				X		
Vision (Far)				X		
Reaching (Waist to Shoulder)				X		
Reaching (Above Shoulder)		X				
Reading				X		
Repetitive Motions			X			
Sitting		X				
Standing				X		
Wrist Deviation (Wrist Extension)			X			
Reaching (Floor to Waist)			X			
Vision (Near)				X		
Walking				X		
Wrist Deviation (Pronation)			X			
Wrist Deviation (Radial Deviation)			X			
Wrist Deviation (Supination)			X			
Wrist Deviation (Ulnar Deviation)			X			
Stooping		X				
Wrist Deviation (Wrist Flexion)			X			

*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*

Working Environment					
<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold		X			
Extreme heat			X		
Humidity		X			
Wet		X			
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions		X			
Vibration		X			
Other		X			

Valid Driver's License Required	
<i>Yes/No</i>	<i>Reason for Drivers License</i>
No	

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Functional Competencies		
<i>Competency</i>	<i>Level</i>	<i>Competency Description</i>
Analytical Thinking	1. Entry	Uses basic logic and common sense to arrive at solutions.
Communication Skills	1. Entry	Able to communicate well in straight-forward situations.
Company Knowledge	1. Entry	Understands his/her own job and how the role interacts with his/her team.
Functional Knowledge	1. Entry	Knowledgeable about his/her specific job.
Influence	1. Entry	Gains support for ideas within the team.
Job Impact	1. Entry	Immediate work team.
Leadership Skills	1. Entry	Does not manage employees, but may mentor and/or train subordinates.

## SCOPE

Freedom To Act
Work is closely managed and reviewed for accuracy and adequacy. Follows specific, outlined, and detailed directions.

Problem Complexity and Problem Solving Timeframes
Provides resolution to problems that are readily identifiable with limited scope and are resolved in accordance with standard practices, procedures, applications or routines. Problem/Task resolution timeframe: The majority of tasks typically take one to two days to resolve.

Impact
Failure to achieve results or erroneous judgments may require the allocation of additional resources to correct and / or achieve goals.

Contact with Others
Contacts are primarily with direct supervisor and others in group or department to give and receive information.

