

New Position - Richfield Public Schools

Position Title: Production Cook

Department / Unit: District Food Service

Accountable To: Accountable to Kitchen Site Manager

Date of Latest Revision: September 2020

I. PURPOSE OF THE POSITION

Under the direction of the Supervisor of Food Services and guidance of the Kitchen Manager, the Production Cook is responsible for all food productions. The Production Cook helps coordinate all aspects of the breakfast and lunch programs within the assigned site so that all eligible students are offered healthy meals that comply with the National School Meal programs and District program guidelines, procedures, and rules, and fulfills the client and customer expectations. This position leads, participates, and monitors activities associated with meal preparation, merchandising and ordering, food storage, and point of sale and food production record keeping, sanitation and meal serving operations in the absence of the Kitchen Manager within the building.

II. MAJOR JOB RESPONSIBILITIES

- A. Develops and maintains a current knowledge of the District's policies, protocols and procedures that apply to this position so that work responsibilities can be performed purposefully, confidently and independently within the position authority and responsibility parameters.
- B. Under the direction and guidance of the Kitchen Manager, assists with the implementation of department operational plans and programs within assigned building.
- C. Develops and maintains collaborative work relationships that contribute to a pleasant and productive workplace.
- D. Works with the Kitchen Manager to review the site specific menus monthly as the basis for projecting and ordering the appropriate variety and amount of foodstuffs to support the assigned site's meal programs.
- E. Under the direction and guidance of the Kitchen Manager, plans, prepares and/or assembles foodstuffs to create meals that follow site specific menus and comply with all established Federal, State, District and any other local regulations covering the preparation, assembly, and delivery and clean up in school meal programs.
- F. In the absence of the Kitchen Manager, monitors kitchen activities, providing help and regular work direction to other food service staff to ensure compliance with applicable District policies, protocols and procedures.
- G. Helps keep the kitchen and cafeteria areas in a safe, clean and ready to use condition before, during and after each scheduled meal service.

- H. Under the direction and guidance of the Kitchen Manager, maintains various production and inventory records in a timely, accurate and complete manner so information is readily available for planning and evaluation purposes.
- I. Operates various preparation, assembly and cleaning equipment in a safe manner and instructs others in proper operation of such equipment.
- J. Performs cashiering as scheduled or required to ensure that students are correctly using their personal identification numbers (PINs) and calls for assistance if the automated cashiering system malfunctions.
- K. Balances cash receipts and point of sale monies and prepares deposit slips daily, and manages students and staff meal accounts as assigned or in the absence of the Kitchen Manager.
- L. Keeps the Kitchen Manager informed of any operational or personnel issues that could or do adversely affect the preparation and/or delivery of scheduled meal service.
- M. Assumes Kitchen Manager duties in the absence of the Kitchen Manager.
- N. Attends approved classes, seminars and conventions to achieve and maintain the appropriate level(s) of Minnesota School Food Service certification required for this position.
- O. Learns and cross trains in all kitchen food service areas and jobs.

Performs other job related responsibilities as assigned.

III. QUALIFICATIONS

- Knowledge, Skills and Abilities required qualifying for this position.
 - High school or GED equivalent and at least three years' experience in congregate food service similar to a secondary school setting.
 - Ability to perform the basic calculations required to project assigned site kitchen needs and maintain various production and/or inventory records.
 - Ability to provide clear and effective work direction and training to other food service staff on the site kitchen team.
 - SNA Certification Level 3. MN Food Manager Certification, per MN Health Code.
 - Strength and stamina to perform all job responsibilities as assigned to this position.

IV. WORK ENVIRONMENT

- Work is performed at one or more kitchen sites throughout the District. There is some exposure to temperature extremes, some equipment noise, wet floors, cuts and burns, regular lifting and moving of foodstuffs / equipment and continuous standing for periods of time before, during and after each scheduled food service.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

At the sole discretion of the District, the qualifications may be waived or alternate qualifications may be considered.