



JOB DESCRIPTION

POSITION TITLE: Cook – Elementary School
UNION AFFILIATION: AFSCME Food Service
FLSA STATUS: Non-Exempt
FTE STATUS: 1.00
REPORTING RELATIONSHIP: Director of Food Service

GENERAL PURPOSE:

Under general supervision of the Director of Food Service, the Cook is responsible for the ordering, preparation, service and cleanup of the food and non-food supplies assigned to the Elementary School Kitchen.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for knowing and understanding the meal patterns, including NSLP and NSBP;
- Must know how to use and maintain all kitchen equipment;
- Responsible for turning on all kitchen equipment daily and unlocking/locking all forms of storage areas;
- Responsible for checking temperatures of equipment and logging it on a daily temperature sheet;
- Communicates with the Central Kitchen Coordinator on a daily basis about both breakfast and lunch menu needs;
- Responsible for the daily coordination with Cafeteria Driver and Central Kitchen Coordinator on menu items that are routed in food carriers;
- Responsible for loading and unloading food carrier sent from RHS daily or as needed for food/supplies;
- Responsible for ordering food and non-food supplies from all sources, using the methods taught and required, within the timetable provided by the Food Service Director; this includes but not limited to food/nonfood and milk orders;
- Responsible to run the Point of Sale system for meal service and ability to troubleshoot POS as needed;
- Responsible for preparation, cooking, service and cleanup of all food items per menu. Complete daily production sheets and send to Food Service Director monthly;
- Responsible for making adjustments in quantity prepared to eliminate waste or outages;
- Responsible for keeping production records and temperature logs accurate and up to date;
- Prepares appetizing foods using standardized recipes while following proper handling and cooking techniques under ServSafe and health department regulations;
- Responsible for following the menu and offering the appropriate choices as listed on the menu. Additional fresh fruit and vegetables choices may be served when using leftovers;

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- Responsible for using correct portions and proper cooking temperatures for all food prepared;
- Responsible for prepping salad bar cooler with cold fruit and vegetables per menu between each lunch period for quick restocking by Food Service Associate daily. Communicate with Food Service Associate on what prepped items can be used for the daily menu;
- Responsible for the counting of beginning and ending inventory of all food components per the menu daily;
- Responsible for maintaining food and facilities within the appropriate government agency codes;
- Responsible for weekly cleaning tasks as assigned by Food Service Director when needed;
- Responsible for keeping all food/nonfood items in their original boxes/packaging in the all forms of main storage areas: reach-in refrigerator, reach-in freezer, and dry stock room. Only condense items once par levels are small enough. Boxes are labeled correctly so inventory is up to date and accurate;
- Responsible for maintaining and organizing the correct par level of stock;
- Correctly rotates stock using the First in First Out (FIFO) method;
- Responsible for month end inventory and entering it in the online Google form monthly;
- Responsible for receiving weekly warehouse orders;
- Ensures all food in refrigeration/freezer/dry storage is properly stored, labeled and dated;
- Responsible for the use and cleaning of the dish machine and/or three (3) compartment sink;
- Responsible for the proper cleaning and storage of equipment and tools;
- Communicates with the Food Service Director any equipment concerns for service call;
- Responsible for maintaining a clean working area daily: serving lines, work stations, reach in coolers/warmers, and equipment. Stainless is cleaned weekly. Boxes are broken down before placed in cart dumpster daily. Trash cans are not over loaded.
- Stockroom coolers and freezers are kept neat and clean, empty boxes are removed and floors are kept clean;
- Responsible for ensuring boxes are broken down and trash cans are not overloaded;
- Responsible to complete yearly Professional Development in accordance with USDA Policy 80 FR11007 and provide that documentation to the Food Service Director;
- Responsible for completing all Professional Development required by the District, i.e. SafeSchools;
- Must be able to work as a team;
- Participates in district and school initiatives, adheres to building and district school improvement plans;
- Participate in organizational quality;
- Keep in confidence all student and/or personnel records and information;
- Adheres to district and school rules and procedures;
- Conducts behavior to demonstrate collegiality and professionalism;



- Regular and reliable attendance is an essential function of the position;
- Other duties as assigned by the Food Service Director.

EDUCATION and/or EXPERIENCE:

- Possession of a High School Diploma or equivalency
- ServSafe Manager Certification
- ServSafe Allergen Certification
- Minimum 1-year experience in full preparation cooking within a kitchen or equivalent
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable
- Applicants must satisfactorily pass a criminal background check as defined by the State of Michigan.

KNOWLEDGE, SKILLS AND ABILITIES

- Working and demonstrated knowledge of Food Safety and Health Department Codes;
- Demonstrated understanding of USDA School Meals Pattern requirements;
- Knowledge of records administration and maintenance techniques and procedures;
- Knowledge of productivity applications such as Microsoft Office (word processing, Google, email, etc. is required);
- Skills to effectively communicate with a variety of stakeholders, both orally and in writing;
- Skills necessary to integrate and utilize district technology on a daily basis to maintain proficiency, as required skill sets change with technology and or the needs of the district;
- Skills in the use of computer technology for research, data management, communications and other instruction in a networked environment utilizing the Internet and other electronic communication mechanisms;
- Ability to set and meet goals evaluated through ongoing and annual Administrator feedback and achievement of objectives and agreed upon professional/personal goals;
- Ability to handle routine correspondence;
- Ability to work well with students, the public, and other employees;
- Ability to work collaboratively with internal and external contacts;
- Ability to define problems, collect data, establish facts and draw valid conclusions.

TERMS:

The employee must be able to perform the essential functions of the position satisfactorily and that, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The contract, salary and other employment conditions will be mutually agreed upon by the Board of Education and the Romeo Education Association.

**REASONABLE ACCOMMODATION:**

The ADA defines “reasonable accommodation” as a change or adjustment to a job or work environment that allows a qualified individual with a disability to satisfactorily perform the essential functions of a particular job, and does not cause an undue hardship for the employer. Examples of reasonable accommodations may include: Additional modifying equipment or devices; modified work schedules; providing an interpreter; or making the work environment readily accessible to individuals with disabilities.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is often required to sit and stoop, kneel, crouch, or crawl and stand for long periods of time. The employee must be able to work for extended periods of time in walk in cooler and freezer environments. The employee must occasionally lift and/or move up to 50 pounds without assistance. Employee must be able to push/pull 100 lbs. without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The ability to travel to other buildings and to training may be required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

ENVIRONMENTAL ADAPTABILITY:

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is exposed to infections at a greater risk than the average person. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this position.

FUNCTIONS OF JOB DESCRIPTION:

This job description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The job description is not an exhaustive list of all functions that the employee may be required to perform and the employee may be required to perform additional functions. This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. Romeo Community Schools retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this job description in its sole judgment. This job description is not a contract for employment.

EEO STATEMENT

Romeo Community Schools is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The district will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment of any basis prohibited by law. Improper interference with the ability of Romeo Community Schools employees to perform their job duties may result in discipline up to and including discharge. Concerns or questions should be filed with the Office of Employee Services.

"The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district."

"I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined above, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Employee Services Department."

Employee Signature

Date

Employee Services Signature

Date

October 13, 2023