

**SNOQUALMIE VALLEY SCHOOL DISTRICT  
JOB DESCRIPTION**

Job Title: **Cook**  
Reports to: **Director of Food Services**  
Directed by: **Head Cook**  
Work Year: **School Year**

FLSA Status: **Non-Exempt**  
Classification: **Classified-PSE**  
Oversees: **Cook's Helper**  
Salary: **As Stated in Schedule**

**Position Summary:** Prepares and directs preparation of food for breakfast and lunch programs.

**Qualifications Required:**

- High School Diploma or GED/equivalent.
- Possession and maintenance of current Health Card and Food Handler's permit.
- Proficient in Microsoft Office Suite.
- Detail oriented; possess strong initiative and excellent organizational skills.
- Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
- Legally eligible to work for any employer in the United States of America as verified by Form I-9.
- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance.

**Qualifications Desired:**

- One or more years of previous experience in food handling and preparation, preferably in a school setting.
- Previous experience in a public school setting or related learning/development environment.
- Basic knowledge of internet based point of sale technology and vendor portals for online ordering.

**Essential Functions and Responsibilities:**

1. Prepares and directs preparation of meals.
2. Assists Head Cook with inventory control and communicate with the Head Cook when items need to be ordered.
3. Serves menu foods as assigned.
4. May cashier during food service.
5. Maintains good personal safety and sanitation procedures.
6. Assists with daily cleanup and sterilization of kitchen equipment and service areas.
7. Assumes the responsibilities and duties of the Head Cook when necessary.
8. Attends relevant training classes and workshops as scheduled.
9. Washes dishes/pans, etc. as necessary.
10. Plans and prepares for next day's meal.

**Nonessential Skills and Experience:**

1. Performs other duties as assigned. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**Success Factors/Job Competencies:**

1. Demonstrated ability to work on multiple tasks simultaneously.
2. Demonstrated attention to detail with excellent organizational skills.

3. Demonstrated ability to work effectively under pressure while maintaining a high level of productivity.
4. Demonstrated ability to meet or exceed the Essential Functions and Responsibilities of this position.
5. Demonstrated ability to maintain confidentiality of student data, IEP, and health information per FERPA and HIPAA requirements.
6. Demonstrated ability to interact tactfully and positively with students, staff, and parents and maintain effective working relationships with a variety of people.
7. Demonstrated professionalism through conduct, punctuality, and minimal absences.
8. Demonstrated ability to adapt to a variety of working situations and learn new skills.
9. Demonstrated ability to follow oral and written directions, yet exercise independent and appropriate judgment.
10. Demonstrated strong initiative and self-motivation.

**Physical Demands and Work Environment:** The physical demands and work environment characteristics 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.

- *Physical Demands:* Majority of the time spent on feet, standing in the kitchen; reach with hands or arms; balance; stoop/bend; talk and hear; may lift up to 50 lbs.
- *Work Environment:* Kitchen environment, with occasional high noise level and varying temperatures; non-slip shoes and shirts required/provided; controlled hair (pulled back); sterile non latex gloves; exposure to refrigerator, freezer, ovens, and dishwashers and other institutional cooking equipment; some exposure to cleaning chemicals.

**Performance Standards:** The person in this position will be evaluated annually in accordance with the provisions of the district policy on evaluation of classified employees.

**Approval/Revision Date:** October 25, 2022

**General Sign-off:** The employee is expected to adhere to all Snoqualmie Valley School District policies and procedures.