

**SOUTHWEST LICKING LOCAL SCHOOL DISTRICT**  
**JOB DESCRIPTION - DISCUSSION DRAFT**

|                                |  |                 |
|--------------------------------|--|-----------------|
| <b>Title:</b>                  | <b>COOK OR FOOD SERVICE WORKER</b>   | <b>File 802</b> |
| <b>Reports to:</b>             | Assigned administrator/supervisor  |                 |
| <b>Job Objective:</b>          | Prepares and serves meals.   |                 |
| <b>Minimum Qualifications:</b> | <p>High school diploma or GED. Work skills verified by training and/or work experience.</p> <p>Consistently performs accurate math calculations.</p> <p>Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.</p> <p>Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.</p> <p>Maintains a record free of criminal violations that would prohibit public school employment.</p> <p><b>Physical Demands:</b> Duties require lifting/moving materials weighing up to twenty-five pounds, operating commercial kitchen equipment and performing repetitive tasks.</p>   |                 |
| <b>Essential Functions:</b>    | <p><b>1. Prepares/cooks food. Helps maintain an orderly/sanitary kitchen. Performs ancillary duties that support the effective delivery of quality food services.</b></p> <p>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. Follows published menus. Uses standardized recipes to maintain quality control. Complies with USDA child nutrition guidelines. Uses products carefully to reduce waste. Records food usage on production records. Works with staff to address the needs of students with dietary restrictions. Requests timely replacement of supplies to avoid work interruptions. Complies with health and food safety regulations (e.g.; hazard analysis of critical control points, portion size, sanitation procedures, temperature controls, etc.). Sets up serving lines. Gives attention to the attractive presentation of food. Replenishes food to maintain an orderly flow of customers. Provides substitute menu items as needed. Operates the cash register or point-of-sale (POS) system. Follows district guidelines for personal checks/charges. Ensures money is exchanged correctly and cash is not left unattended. Protects the privacy of free and reduced-price meal information. Prepares accurate records. Accounts for all meals served. Prepares a record of charges collected. Records unpaid charges daily. Reconciles discrepancies. Submits required paperwork on time. Counts money. Reconciles, prepares and makes bank deposits. Submits records as directed. Operates the dishwasher. Verifies sanitization cycles are completed properly. Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, dining tables, etc. Follows established sanitization procedures to properly clean items that require hand washing. Ensures leftover food, supplies and equipment are stored properly. Helps prepare for health/safety inspections. Learns how to operate fire/safety equipment. Promptly reports work-related injuries to a supervisor. Assists with district special events and non-school use of food service facilities as directed. Protects district property. Implements procedures to prevent the loss of supplies/equip ment.</p> <p><b>2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.</b></p> <p>Complies with drug-free workplace rules, board policies and administrative guidelines/procedures. Contributes to an effective working environment. Performs all aspects of the job. Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers. Keeps an acceptable attendance record and is punctual. Maintains a professional appearance. Wears work attire appropriate for the position. Respects privacy. Maintains the confidentiality of privileged information. Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.</p> <p><b>3. Maintains open/effective communications.</b></p> <p>Provides prompt notification of personal delays or absences. Refers policy interpretation questions to an appropriate administrator. Seeks clarification when directives are unclear. Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.</p> <p><b>4. Pursues opportunities to enhance personal performance.</b></p> <p>Keeps current with professional standards associated with work duties. Updates personal skills as needed to use task-appropriate technology effectively.</p> |                 |

**5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.**

Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.

Manages student behavior using positive behavioral support techniques.

**6. Performs other specific job-related duties as directed.**

Helps implement workplace initiatives that advance organizational goals.

**Working  
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

Encounters with angry, rude and/or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.

Exposure to blood-borne pathogens and/or communicable diseases.

Exposure to weather conditions and/or temperature extremes.

Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.

Operating and/or riding in a vehicle. Working in or near vehicular traffic.

Performing difficult tasks that require dexterity, physical strength and stamina.

Traveling to meetings and work assignments.

Working at heights, in confined spaces and/or under diminished lighting.

The Southwest Licking Local School District is an equal opportunity employer. This document identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. Employee performance is evaluated according to board policy, administrative procedures and current contractual agreements. © 2016 All Rights Reserved. Whittle Consulting Group, LTD.

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**Signature**

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**Date**