



TOPPENISH SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Cook Baker

TITLE OF IMMEDIATE SUPERVISOR: Food Service Supervisor

WORK DAYS: 181 Days Per Year

HOURS PER DAY: 7 Hours Per Day

BARGAINING UNIT: Public School Employees (PSE)

DEFINITION OF POSITION: The cook baker will have the ability to follow written and oral directions with a minimum of supervision. The Cook/Baker will also have the ability to support a cooperative attitude within the kitchen and be supportive of the total K-12 program.

ESSENTIAL FUNCTIONS:

1. Prepare baked items to be served.
2. Adjusts recipe size as needed and measure food with great accuracy.
3. Serve food to the students.
4. Clean up after each step-in food preparation and service.
5. Maintain safe and sanitary conditions in the kitchen.
6. Assist in ordering supplies and materials as needed.
7. Assist in checking in and storage of all foods.
8. Report promptly any equipment that is not working properly.
9. Manage student help.
10. Uphold TSD Board Policies, follow administrative procedures, adhere to the Code of Professional Conduct, maintain professional boundaries and enforce school rules.
11. Other related duties as assigned.

MINIMUM QUALIFICATIONS:

High School diploma or GED highly preferred
Washington State Food Handler’s Card required
Valid Washington State driver’s license required
WSNA Membership and Level 1 Certification preferred
Must be able to lift 10-15 pounds frequently
Must be able to lift 50 pounds occasionally
Must be able to walk and stand for prolonged periods of time
Ability to read and comprehend procedures and operational instructions
Possess math skills necessary to adjust recipe size as needed and measure food with great accuracy
Ability to work at a fast/efficient pace to meet timelines
Ability to work cooperatively and communicate effectively as part of a team
Skills necessary to build rapport with students and staff from diverse cultural, social and economic backgrounds