

Food Service Cook

Reports to:	Director of Food Service
Classification:	Support Staff
FLSA Status:	Non-Exempt
Terms of Employment:	? Days. Salary and calendar to be established by the Board of Education.
Evaluation:	Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.
Compensation:	According to Support Staff salary schedule.

JOB SUMMARY:

To assist the kitchen staff in maintaining a clean and orderly kitchen resulting in nutritious and tasty meals. Position includes assistance with all related tasks as called for by the job description, administrative direction, and Board Policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintains confidentiality of office, staff and student matters.
2. Follows procedures for proper set up and cleanup of cafeteria and kitchen work areas.
3. Follows district procedures concerning the handling of food items and work equipment.
4. Maintenance work area, equipment, and dining facilities in a clean and presentable manner at all times.
5. Prepares basic food items according to district production records.
6. Ensures proper food preparation by utilizing approved food recipes and by following prescribed production standards.
7. Continually reviews recipes, menus, and special request orders to ensure that nutritional requirements are met and that food is prepared economically and tastefully.
8. Determines appropriate quantities of food items to be prepared and makes necessary adjustments according to production records.
9. Coordinates work with other cooks, bakers, and servers to ensure a minimization of wasted time and materials.
10. Demonstrates a thorough understanding of the operation of all cooking related equipment.
11. Replenishes food items and provides assistance on serving lines as needed.
12. Ensures proper food presentation, standard portion control, and maintenance of proper food serving temperatures.
13. Follows principles of sanitation and safety in handling food equipment.
14. Possesses the ability to move and observe in order to properly maintain work space, prepare food, and serve as required in the position.
15. Meets both state and local health requirements for food handlers.
16. Demonstrates a willingness to both provide and receive training and staff development relating all aspects of food service.
17. Demonstrates proper patience and sensitivity with students of all backgrounds and abilities.
18. Conducts self as a professional representative of the Warren Co R-III District at all times.
19. Other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This position does not require supervisory responsibilities.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

EDUCATION AND/OR EXPERIENCE:

1. High school diploma or equivalency certificate.

2. Preference will be given to candidates with prior experience in a school setting.

COMMUNICATION SKILLS:

1. Ability to communicate both verbally and in writing, and interact effectively with all aspects of the school community is required.
2. Ability to solve conflicts, maintain confidentiality and remain open to various ideas and viewpoints.

MATHEMATICAL SKILLS:

1. Ability to perform basic mathematical calculations using whole numbers, fractions, decimals, and percentages.

REASONING ABILITY:

1. Ability to prioritize and meet deadlines while complying with established policies and procedures of the building and district.
2. Identifies and resolve problems in a timely manner, gathers and analyzes information skillfully; uses reason even when dealing with emotional topics.
3. Ability to concentrate, think, read and learn is necessary to perform the essential job duties.

OTHER SKILLS AND ABILITIES:

1. Demonstrate organizational ability and attention to detail.
2. Ability to provide assistance to the school community as necessary.
3. Ability to work independently.
4. Excellent human relation skills.
5. Knowledge of office equipment (computers, copiers, fax machine, and related items).

PHYSICAL DEMANDS:

While performing the duties of this job, the employee must regularly sit, talk, listen, and respond. While performing the duties of this job, the employee is regularly required to sit; use repetitive wrist, hand and/or finger movement; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, precise hand-eye coordination and the ability to identify and distinguish colors. Occasionally, the employee will lift up to 50 pounds or more, such as, to lift files, papers and equipment.

The above physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. The noise level in the work environment is usually at a moderate level with frequent interruptions. The employee continuously interacts with staff and the public. Travel may be necessary to various District buildings and/or sites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job related duties as requested, subject to all applicable state and federal laws.

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Adopted: