

COOK III

Job Description

Qualifications:

1. High school diploma or satisfactory completion of the GED test.
2. Physically and mentally alert.
3. Ability to get along with people.
4. Ability to read, write, compute, and communicate.
5. Must be able to pass all health requirements set up by the federal, state, and county governments.
6. Able to lift containers, cases, etcetera, up to 50 pounds.
7. Successful completion of the State Competency Test for Cooks.

Immediate Supervisor: School Principal

Duties and Responsibilities:

1. Establish good public, employee, and student relations in all areas of responsibility.
2. Maintain positive work habits.
3. Maintain personal hygiene.
4. Maintain and upgrade culinary skills.
5. Perform duties efficiently and productively.
6. Interpret menus.
7. Follow recipes, prepare and serve meals.
8. Operates dishwasher and sweeps and mops kitchen area.
9. Cleans all equipment used in preparing and serving meals.
10. Aids in taking inventory of food and supplies and restocks storage areas as food and supplies are received.
11. Maintains accurate daily records for milk and meals as assigned by the cafeteria manager.
12. Keep and makes reports as requested by the cafeteria manager.
13. Prepares requisitions for supplies, equipment and repairs for the food service program.
14. Practice proper care of equipment and maintain sanitary conditions in the foods area.
15. Perform standard storage practices to help maintain the quality of stored food.
16. Attends inservice training provided by the Office of Child Nutrition.
17. Perform other job related tasks as assigned by the principal and/or cafeteria manager.

Jackson County Board of Education

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