

Food Service – Cook

QUALIFICATIONS: 1. High school education or equivalency.
2. Prior experience in food preparation and such alternatives as the Board may find appropriate and acceptable.

REPORTS TO: Head Cook / Food Service Director

JOB GOAL: To provide the best quality meal at the lowest price.

PERFORMANCE RESPONSIBILITIES:

1. Regular attendance and punctuality are essential functions of the job.
2. Is responsible for the preparation of assigned food items to be served in given quantities and served at stated times.
3. Follows work schedules, knows basic principles of quantity food cookery and proper use of equipment.
4. Weigh and measure food ingredients accurately using standardized recipes adjusted to menu calculations.
5. Washes and sanitizes equipment used in food preparation.
6. Keeps the immediate work area clean.
7. Knows and understands the components of the school lunch and/or breakfast meal pattern(s).
8. Helps with special activities as needed.
9. Assists with service of the meal during specified times using portion control standards.
10. Abides by safety and sanitation regulations for proper food production and storage.
11. Helps with any phase of kitchen operations as assigned.
12. Properly reworks leftovers as necessary.

TERMS OF EMPLOYMENT: Salary is determined by salary schedule; work year to follow school calendar and/or as directed by Director of Food Service.

EVALUATION: Performance of this job will be evaluated in accordance with provisions in the Board policy on *Evaluation of All Classified Personnel*.

ESSENTIAL FUNCTIONS OF THE JOB:

- Performs all duties as listed on the job description
- Keeps accurate records
- Ability to work with others
- Ability to work independently without supervision
- Physical health as required for job performance and as required to pass the State health requirements for food service personnel
- At all times maintains food service sanitation and kitchen safety

PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: * "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

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(BOE Revision: 8/13/2012)

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