

SECTION 372 KITCHEN COOK

POSITION TITLE: KITCHEN COOK

REPORTS TO: Food Service Director under the direction of the Kitchen Supervisor

PURPOSE: To follow the direction of the supervisor so that the kitchen can operate smoothly and run according to standards set by Federal and State regulations concerning the school nutrition program.

SPECIFIC RESPONSIBILITIES:

1. Responsible to the Supervisor.
2. Helps prepare food and baking.
3. Cleans kitchen, milk coolers, other areas.
4. Mops floor.
5. Serves in the lunch line.
6. Assist with the scanning of student breakfasts and lunches.
7. Wipes tables and chairs in cafeteria.
8. Cleans trays, runs dishwasher, washes dishes.
9. Able to lift weight up to fifty (50) pounds.
10. The cook must have the physical capabilities to perform these functions over a sustained period of time: walking, twisting, turning, stooping, bending, lifting, sweeping and standing.
11. Recycles materials.
12. Maintains a cheerful attitude and good relations with co-workers, students, teachers, parents, etc.
13. Conforms to current safety and sanitation standards.
14. Uses every opportunity to help educate students in good nutritional habits.
15. Duties as assigned by Supervisor.
16. Takes over Supervisor duties in the absence of the Supervisor. Fill in for all Head Cook III positions.
17. Money handling and computer knowledge may be required.
18. Restaurant license required.
19. Read, follow and create production sheets.
20. Must know and maintain HACCP book.
21. At least 6 hours of annual continuing education training required.
22. Perform additional responsibilities as assigned.

Note: One of the factors that will be considered in hiring for this position, is the employee's willingness and potential to become a future supervisor.

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Physical Requirements

Incorporate within one or more of the essential functions of this position are the following essential physical requirements:

Ability to see for purposes of reading instructions, labels, and other printed matter and for safe operation of equipment.

Ability to hear and understand speech at normal levels in person and on the telephone.

Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.

Ability to operate a computer, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.

May require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time.

Manual dexterity to operate a telephone and keyboard, lift horizontally and vertically, bend and stoop.

*Tests may be administered to determine the extent to which an applicant meets the job description.

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