

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Food Service Cook – Jr. and Sr. High

QUALIFICATIONS:

1. Certified on an employees medical examination form to be fully qualified in health for the position by a licensed physician.
2. High School diploma or GED.
3. Must be able to work in a standing and/or walking position for long periods of time under conditions of extreme temperature and be able to lift 45-50 pounds.
4. Manual dexterity to operate and handle equipment related to all aspects of general food preparation.
5. Must be able to read and calculate standardized recipes and have experience and/or knowledge in quantity food preparation.
6. Wears uniform and appropriate hair restraints (approved by food service director and/or state/county authority) at all times in food preparation and dining areas.
7. Regular attendance.

REPORTS TO: Kitchen Manager

JOB GOAL: Prepares and serves attractive and nutritious meals in a pleasant atmosphere of efficiency and cleanliness.

PERFORMANCE RESPONSIBILITIES:

1. Follows oral or written directions
2. Proper preparation of foods and being able to tell that these foods are of good quality by sight, smell and taste.
3. Prepare main dish and other foods from recipes using knowledge of weights and measures and be able to adjust accordingly.
4. Checks with manager as to amounts of food to be prepared and to satellite daily.
5. Assists with serving and clean up of all equipment, such as stoves, refrigerators, pots, pans, satellite equipment.
6. Maintains high standards of sanitation and safety.
7. Helps in any areas when needed. May use all equipment.
8. Assists manager in proper handling, storage, and rotation of foods.
9. Notifies manager when supplies are needed or equipment needs maintenance or repair.
10. Maintains records/recipes as needed in an organized manner.
11. Performs all other related food service duties as directed.

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TERMS OF EMPLOYMENT: Nine month year. Salary established by the Board.

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EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____
(Incumbent)

(This job description contains only measurable performance responsibilities).

4/1/03