



Cook

Reports To: Food Service Director

SUMMARY

Works directly with the Kitchen Manager to prepare food in accordance with applicable federal, state and district standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Cooks food, prepared and/or from scratch, for the purpose of meeting mandated nutritional and projected meal requirements.
- Serves meals using correct portioning, meeting standards, ensuring that food is at the correct temperature and meets quality standards.
- Assists with delivery and pickup of Breakfast in the Classroom and other food service programs.
- Maintains accurate daily production records for meals, snacks, and other programs in the area worked during service periods.
- Cleans kitchen and dishes after preparation and serving, maintaining high standards of cleanliness.
- Ensures excess food is stored or discarded in accordance with safe food-handling procedures.
- Maintains facilities in a sanitary condition (e.g. equipment; food prep, serving, and storage areas; materials, etc.) for the purpose of complying with current health standards.
- Operates and maintains kitchen equipment as instructed.
- Reports equipment malfunctions to Kitchen Manager.
- Maintains refrigeration logs and sanitation records.
- Ensures all food items are stored and labeled according to required procedures.
- Maintains organized storage of dry goods, refrigerated items, and frozen goods.
- Assists in planning and preparing for catering events.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

QUALIFICATIONS

Education and Experience: High school diploma or GED required.

Interpersonal Skills: Demonstrate the ability to remain calm and professional in an environment with frequent interruption. Ability to interact with a diverse group of individuals in a courteous and tactful manner as well as establish and maintain effective relationships.

Language Skills: Ability to respond to common inquiries or complaints from parents, patrons, or staff. Ability to communicate effectively both verbally and in writing.

Knowledge: Must be able to perform basic math, including calculations using fractions, percent's, and/or ratios; read a variety of manuals; understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; and sanitation practices.

Other Skills and Abilities: Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; and working as part of a team.

Certificates, Licenses, Registrations: Must have a valid Driver's License and a clear driving record. Must agree to a background check. Must complete required trainings.

WORK ENVIRONMENT/PHYSICAL DEMANDS

Work is generally performed in the food preparation areas.

Performing the job duties of this position require the following physical demands: some lifting, carrying, bending, stooping, kneeling, sitting, pushing and/or pulling. There is a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job. There will be constant interaction with both students and staff.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. The District may add to, modify, or delete any aspect of this job at any time as it deems advisable.