

INDEPENDENT SCHOOL DISTRICT 728
ELK RIVER, MINNESOTA
JOB DESCRIPTION

JOB TITLE: First Cook

CLASSIFICATION: Cook

REPORTS TO: Head Cook

DATE REVISED: February 2009

PURPOSE: The First Cook assists the Head Cook in preparing and serving nutritious school lunches and maintaining a safe and sanitary kitchen and lunchroom area.

DUTIES AND RESPONSIBILITIES:

1. May assist the Head Cook in the preparation of the main dish so that food is available when needed and is properly prepared.
2. Assists in the preparation of all foods as needed so that food is properly prepared and available in a timely and nutritious manner.
3. Serves school lunches in a timely fashion and in proper proportions.
4. Cleans counter, kitchen equipment, stove, utensils, and other kitchen and lunchroom equipment so that it is available for use the next day.
5. May assist the Head Cook in monthly inventory so that inventory and records are up to date to facilitate efficient kitchen operation.
6. May assist in shelving groceries upon delivery.
7. Other job related duties as assigned.

MINIMUM QUALIFICATIONS:

1. High school degree, GED, or equivalent.
2. Demonstrated knowledge of food service, care and use of kitchen equipment and appliances, and proper sanitation.
3. Successful completion of Fundamental of Food Service Operation and Level I Food Service Certification from the School Nutrition Association.
4. Demonstrated experience in the use of standardized recipes and quantity food preparation.
5. Demonstrated knowledge in the use of meal evaluation for daily menus.
6. Ability to work with others.
7. Demonstrated skills in written and oral communication.
8. Ability to maintain good public relations with staff and students.
9. Good math skills for measuring.
10. Regularly able to lift heavy objects in excess of forty (40) pounds.
11. No allergies to kitchen/cleaning chemicals.
12. Ability to work overtime including weekends and holidays.
13. One (1) to three (3) years experience as an institutional cook or in quantity cooking.