

LYON COUNTY SCHOOL DISTRICT-HR Department

Cook Manager

Job Group: Food Service

Classification: Classified

Terms of Employment: Pay Grade 24 on the Classified Salary Structure (9 Months)

FLSA Status: NON-EXEMPT

POSITION SUMMARY: Under supervision by the Food Service Supervisor, directs area food service staff in the day-to-day operation of the District's Food Service programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Introduces new employees to the job and acquaints them with the policies of the organization, responsibilities of their work, health requirement, and other related activities.
2. Train and supervise personnel in the preparing and serving of food.
3. Prepare recipes and menus for Food Service staff to follow.
4. Maintain good housekeeping sanitation of the kitchen and equipment.
5. Maintain all equipment in good working order.
6. Provide on-the-job training for all foodservice employees.
7. Check e-mails every morning and end of work day.
8. Verify orders from locations for additional supplies and equipment.
9. Maintain inventory lists for all locations in area of management
10. Be familiar with the rules and procedures in Standard Operation Procedures (SOPs) manual for each location in area.
11. Performs and participates in other related duties as assigned by the Food Service Supervisor or designee.

POSITION EXPECTATIONS:

Knowledge and Abilities:

1. Ability to give instructions and direct other employees in a positive manner.
2. Ability to perform elementary mathematics.
3. Ability to communicate orally and in writing.
4. Ability to work under pressure.
5. Ability to meet predetermined deadlines.
6. Ability to work cooperatively with employees, parents and students.
7. Ability to recognize and report hazards and apply safe work methods.
8. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education and Training:

1. High School Diploma or equivalent
2. Two (2) years experience as a Kitchen Lead or in a similar food service preparation position.

Licenses and Certifications:

None

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee

to successfully perform the essential functions of the job.

Cognitive ability and dexterity to operate office equipment for long periods of time. Strength and stamina to bend, stoop, sit and stand for long periods. Dexterity and coordination to handle periodic lifting and moving of boxes. Reaching for items above and below waist level. Involves hearing and speech to communicate in person and by telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORK ENVIRONMENT: Strength: Exert force to 50 lbs., occasionally; or negligible amount of force to frequently lift, carry, push, pull, or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Mobility to work in a typical kitchen setting and use standard kitchen equipment, stamina to remain standing and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Climate-controlled kitchen setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate noise to loud for occasional to frequent time periods.

Hazards: Ovens, kitchen equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

<i>ESSENTIAL FUNCTION</i>	<i>LESS THAN 25% OF TIME</i>	<i>25% TO 49% OF TIME</i>	<i>50% TO 74% OF TIME</i>	<i>75% TO 100% OF TIME</i>
Sitting		X		
Standing			X	
Walking			X	
Bending/Stooping/ Squatting/Twisting			X	
Crawling	X			
Kneeling		X		
Reaching above of body		X		
Reaching away from body		X		
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
Up to 50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping	X			
Handling	X			
Applying Torque (arms)				
Fine Manipulation	X			
Repetitive Work	X			
Weight Bearings				
Typing, Keyboarding, or Entering Data				

Computer Monitor/ CRT				
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards		X		
Ladders ≥ 6 Feet				
Personal Protective Equipment	X			
Respirator Use				
Work Conditions:				
High Noises	X			
Heights				
Confined Spaces				
Heat Stress	X			
Cold Stress				
UV Exposure				
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes	X			
Visually Demanding Work				
Near Vision	X			
Far Vision	X			
Depth Perception				
Basic Color Discrimination	X			
Hearing Protection				
Speech Discrimination	X			
Audio Alarms	X			
Ability to Smell	X			

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____