



St. Helens School District  
St. Helens, OR  
Job Description  
**COOK MANAGER**

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**Reports To:** Nutrition Manager  
**FLSA Status:** Non-Exempt

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**JOB SUMMARY**

In collaboration with the Nutrition Services Department, the Cook Manager will plan, participate and supervise the preparation and serving of food items that meet mandated nutritional requirements and/or requests of students and school personnel.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

- Communicates effectively and appropriately in both written and oral form.
- Understand and follow both written and oral instructions.
- Possess knowledge of modern methods of food preparation, health codes and sanitation principles and nutritional requirements.
- Works in cooperation with the Nutrition Services Director, school principal(s), parents, students and other school personnel in planning and implementing all food service needs.
- Plans, supervises and participates in the preparation and serving of food according to the planned menu, and tested uniform recipes for the purpose of meeting student's mandated daily nutritional requirements.
- Estimates food preparation amounts for the purpose of meeting projected meal requirements and minimizing waste.
- Maintains accurate accounting procedures and records in compliance with district, state and federal laws and regulations.
- Directs food service workers, substitutes, student helpers and volunteers for the purpose of maximizing the efficiency of the workforce and assisting the individuals to perform their functions in safe, sanitary and appropriate food handling techniques resulting in the service of healthy, high quality foods.
- Reports to Maintenance and Nutrition Director equipment malfunctions for the purpose of maintaining equipment in safe working order.
- Submits to the Nutrition Director copies of produce orders and of all food and supplies receipts.
- Provides a working environment that encourages teamwork and communication to support the department mission and goals
- Inspects the deliveries of food items and/or supplies for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.
- Inventories food, commodities and disposable supplies for the purpose of ensuring availability of items
- Oversees and participates in the daily cleaning of kitchen, serving and storage areas.
- Maintains and supervises proper food temperature requirements
- Responds to inquiries of students, staff, administration and/or public for the purpose of providing information and/or direction regarding food menu items.

- Maintains a high level of ethical behavior and confidentiality when dealing with student and staff information.
- Follows all safety rules and takes reasonable precautions to provide a safe and secure working environment.
- Demonstrates support for District Core Values, District Mission, District Strategic Plan.
- Collaborates and confers with students, parents, colleagues and community members in a harmonious and respectful manner.
- Assists parents and community members as needed.
- Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
- Complies with professional development activities as required by the District, State and Federal regulations.
- Holds expectations for high performance with self and students.
- Demonstrates computer literacy and operates software programs as related to job performance.
- Maintains accurate, complete and confidential records as required by law and District policy and regulations.
- Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
- Follows all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority.
- Maintains regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings and following schedules.

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### **SUPERVISORY RESPONSIBILITIES**

Supervise other kitchen staff; including student workers. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma or equivalent.
- 18 years of age or older.
- Criminal Justice Background Check.
- The employee is expected to be dressed and groomed in a neat, clean and appropriate professional manner for the assignment and work setting.
- This position is primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
- In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
- Possible exposure to bodily fluids due to student or employee illness or injury.
- May be required to obtain a First Aid and/or CPR Card or be a Designated First Aid Provider.
- May be required to translate and/or interpret.
- Occasionally performs other duties as required by the Director.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to sit, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision.

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## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a school cafeteria/kitchen. The noise level in the work environment is usually moderate, but occasionally high. The employee is regularly exposed to wet or humid conditions and some extreme temperatures associated with ovens and walk in freezers.

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## OTHER

- Criminal Justice Background check.
- The employee is expected to be dressed and groomed in a neat, clean and appropriate professional manner for the assignment and work setting.
- This position is primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
- In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
- Possible exposure to bodily fluids due to student or employee illness or injury.

**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. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By:

Prepared Date: 2023

I have read and understand this job description.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_