

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201
JOB DESCRIPTION

Job Title: **Cook**

Reports To: **Food Services Director and/or Building Principal**

Pay Schedule/Range: **Outlined in MESP Bargaining Agreement**

FLSA Status: **Exempt/Non-Exempt**

Prepared/Revised Date: **June 2023**

Work Year: **174 days**

SUMMARY: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Observe the total operation, making recommendations for its improvement.	D	2%
2. Maintains the highest standards of safety and cleanliness in the kitchen.	D	10%
3. Prepares food in the appropriate quantities.	D	10%
4. Serves food in appropriate proportions which meet the necessary requirements with regard to the ages of those served.	D	25%
5. Prepares food according to a planned menu and tested, uniform recipes, and has a finished product which is of the best quality both in flavor and appearance before it is served.	D	25%
6. Reports immediately to the supervisor any problem or accident occurring in the kitchen or the cafeteria premises.	D	2%
7. Reports to the supervisor any faulty or inferior quality food which is received.	D	1%
8. Daily cleans all kitchen equipment, and washes and sterilizes all dishes, silverware, and utensils.	D	5%
9. Cleans lunch room tables, when appropriate and necessary.	D	5%
10. Carries out other duties as assigned by the supervisor and/or building Principal.	D	15%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or GED

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Effective communication skills (Verbal and written)
- Ability to solve problems independently or work cooperatively in a team
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time management skills, with the ability to prioritize tasks
- Professional attitude and appearance
- Customer service attitude

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to:	POSITION TITLE	
	Food Services Director	
Direct reports:	POSITION TITLE	# of EMPLOYEES
	None	0

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.