

**TITLE OF POSITION:** Cook  
**CLASSIFICATION:** Nutrition Services  
**LOCATION:** School Buildings  
**SUPERVISOR:** Director of Nutrition Services and Building Principal  
**SALARY RANGE:** Placement on Classified Salary Schedule

**DUTIES AND RESPONSIBILITIES:**

1. Cooks and prepares daily menu items including raw produce and meats according to district, county, and state health requirements.
2. Ensure the quality, safety, and presentation of all prepared food items according to district standards.
3. Assists in ordering all cooking supplies.
4. Keeps accurate up-to-date recipes and directions for substitutes.
5. Maintains daily record of prepared food items.
6. Responsible for setting up the lines for serving the students, staff, etc.
7. Safely operates commercial kitchen equipment.
8. Prepare and plan ahead to meet the needs of the district menu.
9. Consults with the kitchen lead as needed and substitutes when necessary.

Each of the positions in the Food Service Department serves as one unit of the whole team, and as such, is subject to assignment to tasks in other areas within the classification.

**QUALIFICATIONS/ABILITIES:**

1. High school diploma or G.E.D. required.
2. At least two years professional culinary arts/food production experience in a leadership role required.
3. Ability to read, write, understand and carry out oral/written directions as well as demonstrated ability to do basic mathematic calculations.
4. Demonstrated knowledge of district policies, procedures relating to Nutrition Services as well as the federal, state and local laws/requirements in the following area:
  - a. Breakfast and lunch menu patterns, USDA rules and regulations.
  - b. Proper methods of preparing (including baking) ingredients in large quantities.
5. Ability to perform physical requirements of the position including:
  - a. Occasional lifting (up to a maximum of 40 pounds)
  - b. Reaching overhead
  - c. Climbing on ladder or stool as required
6. Demonstrates positive interactions with staff, students, and public.
7. Strong organizational skills.
8. Must hold a current valid food handler's permit.

9. Membership in WSNA is preferred.
10. Must be first aid certified. New hires must be able to obtain first aid certification within 90 days of hire.
11. Ability to promote nutrition education in kitchen and classroom.
12. ServeSafe certification is preferred.
13. Strong organizational skills.

A written test and/or performance may be administered as part of the selection process.

This position is covered by a collective bargaining agreement and is therefore subject to all of the elements of that agreement as well as all Cheney School District policies and procedures. Copies of these documents are on file in the workplace upon request.