

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

COOK

**POSITION
DESCRIPTION:**

Directly responsible to the School Safety Coordinator and working with guidance from the Lead Cook, performs duties related to cooking, baking, and assisting in food preparation, service and clean-up in order to support a safe and orderly environment for students and staff. Performs other related work as directed.

**ESSENTIAL JOB
FUNCTIONS:**

1. Prepares, bakes, and cooks menu items using standardized recipes and procedures
2. Adjusts recipes as required to provide required portion size and total yield to efficiently use commodities
3. Assists in the preparation and service of student meals
4. Interacts positively with students, staff and other members of the school community
5. Starts up, operate, and cleans kitchen tools and equipment
6. Maintains utensils, kitchen equipment, serving and related areas in a clean and sanitary condition
7. Orders menu items related to assignment
8. Monitors and records time and temperature of food and equipment to ensure safety and quality
9. Maintains records related to food service
10. Assists in receiving, storing, and counting paper and food inventory
11. Assists on serving lines, sets out prepared foods, dispenses food in proper portions and maintains standards of food safety
12. Assists with special meals as needed
13. Assists in training Food Service Workers
14. Stocks condiments, food items and paper goods
15. Maintains dedicated Food Service restroom, if applicable, in a clean and sanitary condition
16. Washes dishes, trays, counters and equipment in accordance with established health regulations

17. Mops and sweeps floors, clean mats, empties trash, maintains standards of safety and sanitation
18. Reports equipment in need of repair to Lead Cook
19. Reports all safety, sanitary, and fire hazards to their supervisor
20. Communicates and works cooperatively with sites and co-workers
21. Attends trainings and meetings as directed
22. Performs other related duties as directed

**MINIMUM
QUALIFICATIONS:**

Requirements:

- Valid Food Handler's Card

Knowledge of:

- Large quantity cooking and baking
- Proper methods of food storage, preparation, handling, and serving
- Health and sanitation regulations related to food service
- Basic math
- Proper lifting techniques

Ability to:

- Use a computer
- Cook and bake skillfully
- Work cooperatively with others
- Understand and carry out oral and written directions
- Communicate effectively, both orally and in writing
- Perform simple and repetitive tasks
- Perform duties according to demanding schedules and timelines
- Operate a variety of specialized kitchen equipment and proper use of utensils

EXPERIENCE:

Required:

- One year of paid experience in large quantity food preparation

Desired:

- Experience as a cook in a large facility or school district

EDUCATION:

Required:

- High School Diploma or equivalent

**WORKING
CONDITIONS:**

Environment:

- Exposure to hot and cold working conditions
- Exposure to loud noise levels
- Working closely with a large number of children
- Working in a small area

Physical Demands:

- Lifting, carrying, pushing and pulling objects as assigned by position
- Visually inspecting food service related systems and reading/comprehending a variety of materials
- Hearing and speaking to exchange information
- Standing for extended periods of time
- Bending at the waist, kneeling or crouching
- Climbing ladders/step stools
- Moderate physical labor

Hazards:

- Exposure to steam
- Exposure to sharp objects and hazardous chemicals
- Working around and with equipment having moving part