
POSITION DESCRIPTION

Cook

General Definition of Work

Performs manual work providing and preparing school meals that are healthy, nutritious and with the guidelines of the NSLP and the USDA, and related work as apparent or assigned. Work is performed under the regular supervision of the Food Service Supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

- Sets up food on serving lines and/or steams tables and serves meals/meal components/ala carte items to students following the NSLP meal pattern requirements, follows offer vs. served and portion control guidelines established by the USDA.
- Stores and/or disposes of excess food properly.
- Washes, sanitizes, and stores dishes, tableware, and kitchen utensils, pots and pans, using dish machine or by hand. Cleans and sanitizes all tables, counters and work surfaces. Completes cleanup and sanitation of all food service areas.
- Safely operates and cleans all kitchen equipment properly, such as ranges, ovens, steamers, kettles, mixers, choppers, slicers and dishwashing machine.
- Communicates with Food Service Manager regarding foods that need to be ordered, amounts of food being prepared (i.e. over-production or food shortages), equipment repairs or maintenance needed or any other such concerns.
- Assists Food Service Manager in keeping records by providing accurate and complete information as requested.
- Works for special events or when groups are using the district kitchens, as requested.
- Performs cashier duties as needed.
- Works efficiently and productively and completes all assigned tasks within the time allotted.
- Works as a part of a team to produce optimum quality food prepared in a sanitary environment, meeting all time schedules.
- Prepares all menu items for the school breakfast and lunch programs, the Commission on Aging and Head Start Programs, ala carte and catering items/special events, and other items as needed, including soups, meats, entrees, salads, sandwiches, fruits, vegetables, sauces and gravies, bread, and desserts, following standardized recipes and menus, portion controls, and in accordance with departmental work production standards.
- Prepares all foods in a safe and sanitary environment; monitors all hot and cold food temperatures. Knows and follows the established sanitation guidelines (HSS 196) for proper food preparation, storage and handling to insure safe, high quality foods.
- Prepares the proper quantity of food to serve an estimated number of meals.
- Portions and counts food accurately, by site, for transporting. Uses and completes all information on the packing slips and ensures that all food is packed properly and at the proper temperature for transporting.
- Knows and follows state and federal regulations governing the National School Lunch and Breakfast Programs as they apply to food preparation/serving, portion control, offer vs served, meal components, sanitation procedures, equipment operation, safety, and nutrition.
- Assumes other duties as assigned.
- Regular and reliable attendance is required.

Knowledge, Skills and Abilities

- Thorough knowledge of receiving, preparing, cooking, serving and storing food in large quantities; food quality and values; special dietary requirements; kitchen sanitation and safety measures used in food handling and in the operation.
- General knowledge of cleaning and care of utensils, equipment and work area.
- Knowledge of work simplification techniques.
- Ability to supervise the work of others; prepare reports; establish and maintain effective working relationships with associates, students and school staff.

Education and Experience

High school diploma or GED and minimal experience in food service.

Physical Requirements

This work requires the frequent exertion of up to 25 pounds of force; work regularly requires standing, using hands to finger, handle or feel, reaching with hands and arms and tasting or smelling, frequently requires walking, lifting and repetitive motions and occasionally requires speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operating machines and observing general surroundings and activities.

Environmental Conditions

This work occasionally requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to blood-borne pathogens which may require specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

The Board does not discriminate in the employment staff on the basis of race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, sex stereotypes, sex characteristic or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service, ancestry, arrest record, conviction record, (as defined in 111.32, Wis Stats.), use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities including employment opportunities.

Food Service Staff Compensation Plan

FLSA Status: Non-Exempt

Last Revised: 1/2020

Stevens Point School District, Stevens Point, Wisconsin