



JOB DESCRIPTION

Job Title	Cook
Department	Food & Nutrition
Reports To	Food & Nutrition Manager
Classification	Hourly Food & Nutrition
Location	
Salary	On schedule
Length of Contract	175 Day Calendar; Prairie Ridge: 139 Day Calendar

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Cook is responsible for the daily operation of the kitchen, including food preparation, maintaining computerized meal/milk accounts, receiving money, preparing the bank deposit, and verifying meal accountability at point of service. The Cook organizes and schedules tasks so that students are served nutritious, safe, and aesthetically pleasing meals in a timely manner, and maintains a clean, safe work environment.

Essential Job Functions

- Manages the computerized meal accounting system, including processing student payments, entering vending machine and catering funds, operating the cash register, monitoring meal accountability, and generating reports.
- Follows work schedule established by the Kitchen Manager.
- Integrates assigned food preparation, serving line set up, and/or cleaning tasks with point of service and computer responsibilities.
- Maintains high standards of food quality and appearance.
- Follows established portion control measures to control food costs and assures compliance with United States Department of Agriculture (USDA) requirements at the point of service.
- Completes work assignments in a timely manner.
- Follows standards of safety in receiving, preparing, serving, cooling, and storing food.
- Complies with Wisconsin Food Code and Hazard Analysis Critical Control Points (HACCP) protocol.
- Maintains a clean and sanitary workstation.
- Follows established schedule and standard procedures for cleaning equipment, utensils, and work area.
- Follows procedures to maintain effective insect and rodent control.
- Maintains high standards of personal hygiene, and follows dress code, glove, and hand washing protocol.
- Operates equipment according to manufacturer's instructions and safety guidelines and reports any malfunctions, damage, or losses to the Kitchen Manager.
- Ensures hot holding equipment, ovens, and microwaves are empty and turned off before

leaving for the day.

- Controls food and supply inventory, including completing physical inventory as required, and dating and rotating stock. Dates and labels all food for storage according to HACCP protocol.
- Works collaboratively with kitchen staff, administrators, and other departments to ensure smooth food service operations.
- Implements and follows waste management procedures to reduce food waste and promote sustainability.

Ancillary Job Functions

- Participates in training sessions and professional development opportunities to stay updated with best practices in food waste and promote sustainability.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Food preparation experience or training.
- Must have ServSafe Certification and/or current Wisconsin Food Manager Certification, or must complete during probation period upon hire.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Previous food preparation experience in a commercial kitchen.
- Experience working with school-age children.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to manage time.
- Ability to work collaboratively in a team environment.
- Ability to work independently with minimal supervision.
- Ability to apply principles of quantity food production and food safety.
- Ability to communicate effectively and professionally with students, parents, teachers, principals, and coworkers.
- Ability to handle cash, make correct change, and count money accurately.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May be exposed to wet/humid conditions, extreme temperatures, oils, moving mechanical parts, or potentially hazardous or cancer-causing agents/chemicals.

Physical Requirements – The physical demands 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 essential functions.

- Frequently required to engage in physical activity for extended periods of time.
- May occasionally be required to grasp, reach, and stoop/kneel/crouch.
- Frequently required to talk and listen.
- Must possess clarity of vision (near, far, and three-dimensional) and precise hand-eye coordination, with or without corrective lenses.
- May be required to lift up to 50 pounds.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.