MONONA GROVE
SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716 P: 608-316-1917 F: 608-221-7688 www.mononagrove.org

Position Description

Position Title:	School Nutrition Cook
Department / Location:	School Nutrition
Reports to:	School Nutrition Production Kitchen Manager, Assistant Director of School Nutrition, and School Nutrition Director
Employees Supervised:	None
Classification:	Non-exempt
Status:	10-month
Created / Revised:	March 2025

Position Summary

Under the direction of the School Nutrition Production Kitchen Manager, Assistant Director of School Nutrition, and School Nutrition Director, the School Nutrition Cook prepares food according to the daily production schedule. They ensure accurate quantities are ready, and oversee the timely preparation, packaging, and distribution of meals to satellite kitchens.

Essential Functions and Responsibilities

This position description is not an exhaustive list of all duties, knowledge, or skills but is meant to reflect the essential job elements. Any combination of the following job functions may be performed.

Essential Functions

1. Prepare and cook school meals according to the production schedule, ensuring high standards of food quality, including taste, appearance, and temperature.
2. Embrace our district's transition to scratch cooking by utilizing fresh ingredients and homemade recipes whenever possible.
3. Process produce, including thoroughly cleaning locally sourced items, to incorporate into meals.
4. Follow standardized recipes and portion sizes to maintain consistency, minimize waste, and ensure meals meet or exceed the nutritional standards outlined by the United States Department of Agriculture (USDA).
5. Coordinate the timely preparation, packaging, and distribution of meals, including those for satellite locations.
6. Maintain accurate records and daily paperwork including production sheets, food temperature logs, and inventory records.
7. Monitor inventory levels of food and kitchen supplies; communicate needs for orders to the Production Kitchen Manager as needed.

8. Collaborate with kitchen staff to ensure smooth daily operations, including serving meals, maintaining inventory with the first in, first out (FIFO) method, and cleaning tasks.
9. Adhere to food safety and sanitation procedures outlined by the District's HACCP plan and WI Food Code at all times, including proper storage, handling, and temperature controls.
10. Follow standard operating procedures as established in the District's Standard Operating Procedures (SOP) policy manual.
11. Wash dishes and utensils, either by hand or using automatic dishwashing equipment, while maintaining sanitary standards.
12. Control food and supply inventory, including completing physical inventory as required, dating, labeling, and rotating stock.
13. Operate the POS terminal and ensure that meals are properly recorded.
14. Maintain appropriate certifications and training hours as required to meet USDA's Professional Standards.
15. Attend work regularly and punctually.
16. Perform other duties as assigned to contribute to a collaborative team environment.

Additional Job Functions

1. Attend required meetings and participate in training on work procedures and safety protocols.
2. Seek guidance from the School Nutrition Production Kitchen Manager, Assistant Director of School Nutrition, or School Nutrition Director when situations arise outside normal duties or require a response beyond the employee's training or authorization.
3. Stay informed about safe practices and the proper use of equipment required to perform duties.
4. Know, understand, and adhere to all applicable District safety policies and procedures.

Knowledge, Skills and Abilities

1. Must be organized and able to work according to a set schedule.
2. Must be able to communicate effectively both verbally and in writing, and follow written and verbal instructions.
3. Must demonstrate the ability to establish and maintain positive working relationships with School Nutrition employees, district staff, and community members.
4. Must understand the importance of teamwork, timeliness, and safety.
5. Must be able to maintain composure and avoid exhibiting negative behaviors.
6. Must be able to collaborate effectively with others to accomplish tasks without creating conflict.
7. Must be flexible and able to adapt to changing priorities, new assignments, and interruptions.

Working Conditions

1. Indoor school environment.
2. Indoor kitchen/cafeteria environment.

Physical Requirements

1. Must be able to stand and walk for extended periods.
2. Must be able to lift or move up to 50 pounds.
3. Must be able to communicate effectively to ask or respond to questions and provide information or assistance.
4. Must be able to reach in all directions, bend, stoop, and climb safely.
5. Must have the dexterity and hand/eye coordination necessary to operate equipment.
6. Must be able to communicate with others in a potentially noisy environment.
7. Must have the ability to maintain concentration and focus on repetitive tasks.

8. Must be able to follow safety practices at all times, including proper lifting techniques and equipment use.

Education and Experience

1. High school diploma or equivalent; must be able to read, write, and follow instructions effectively.
2. Previous food preparation experience or training is preferred.

Licenses and Certifications

1. ServSafe Certification and/or current Wisconsin Food Manager Certification are preferred.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.