Title:	***Cook***
Reports To:	K-12 Food Manger and Principal
General Description:	Provide nutritional school meals and promote health and wellness of District students and staff.
Qualifications:	1. High school diploma/equivalent; must be at least 18 years of age. 2. Successful experience in food preparation and service and basic knowledge of food safety. 3. Have food sanitation certificate/willing to take sanitation test 4. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	1. Effective communication and interpersonal skills. 2. Able to operate the food preparation and lunch room areas and related. Supplies and equipment. 3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner. 4. Able to work successfully with students, parents, teachers, administrators, school staff and the community. 5. Able to routinely lift and move heavy objects weighing at least 40 pounds and occasionally lift. 6. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 7. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.

Performance Responsibilities:	
1. Operate Child Nutrition and School Food Service Program in accordance with District policies and administrative guidelines, United States Department of Agriculture Food and Nutrition Standards, Illinois Standards for School Lunch and Breakfast Programs, and the provisions of State and Federal law. 2. Maintain sanitation standards and food safety procedures in compliance with the Illinois Department of health, Grundy County Health Department, the National School Lunch and Breakfast Program. 3. Operate Point-of-Sale (POS) 4. Provide appropriate nutrition/food services and support for special needs students in accordance with Individualized Educations Plans (IEPs), food allergy action plan, and/or other District authorized accommodation plan. 5. Collect necessary data, maintain records, prepare reports, and place all food orders each week. 6. Supervise those employees in the kitchen. 7. Track, monitor and record necessary data for food storage and preparation on daily logs. 8. Prepare daily deposits and maintain accurate financial records. 9. Supervise procedures for receipt, storage, and inventory for all food supplies. 10. Develop and maintain positive school-community relationships and timely communications. 11. Keep up-to-date and knowledgeable of child nutrition/school food service issues and health and safety-related matters. 12. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/ functions, and support of District initiatives. 13. Respond to specific requests from the Director/Principal on matters affecting the school food service program, health and wellness initiatives and building operations.	
Terms of Employment:	Employed student attendance days. Any extra days requested by Chief School Business Official will be compensated according to salary.
Evaluation:	Performance of this job will be evaluated in accordance with the provisions of the Board as policy on Evaluation of Support Service Personnel.