Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Child Nutrition/Cook**

Qualifications:

Credentials: County Health Card

Education: High school diploma, GED or equivalent experience is required in lieu of high school degree.

Training or Experience Preferred:
Not less than 6 months working in a commercial/ industrial setting.

Special Skills, Knowledge, Abilities:
Must be not only skilled in cooking/baking and serving/clean up but must also enjoy working around children. Must be able to work at a quick pace to serve students in an orderly efficient manner.

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs non-complex data recording/record keeping operations requiring logging, filing or posting single entry items either manually or by computer.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages. Must be able to adapt recipes to the number of portions to prepare.

Reading and Interpreting: Must be able to read and understand simple instructions. Read and understand recipes and other manuals.

Tools and Equipment Usage: Uses tools or equipment in a manner requiring competence and must meet certain performance standards which normally would be gained by on the job exposure or training. The most difficult equipment/operation includes the steamers, slicers, mixers, dish machines, and ovens.

Site: Various

Reports To: Child Nutrition Manager

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Job Goal (Purpose of Position): Performs semi-skilled to skilled level food service duties under general supervision of a Manager to prepare and serve delicious and nutritious meals and serve and clean up after the students/teachers eat. The goal is to prepare a well balanced meal with a high quality of taste and appearance.

Contact with others: An incumbent in this position has regular contact with members of own staff and with students. Some interpersonal interaction or communication is required to work with staff and students. Must enjoy working with children.

Other Performance Measures: Successful performance of the job requires people skills to work with students, teachers and fellow employees. It requires following safety guidelines and policies to avoid accident and injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. The employee must use initiative and self discipline to get the work done.

Essential Job Functions:

1. Assists in the preparation of hot foods (meats, vegetables, etc.) baked goods (rolls, cakes, cookies, pastries, etc.), salads/condiments, etc. as part of the daily lunchroom. Prepares and serves breakfast.

2. Assists in the serving and selling of foods and other foodstuffs in the cafeteria.

3. Performs cleaning immediately after using all equipment, utensils, and areas used in the preparation of foods. Cleans the kitchen and serving areas after breakfast and lunch and whenever there is a spill.

4. Assists in maintaining accurate inventory by returning all unused supplies and food to the storage room in their proper location. Prepares meals so as not to have unnecessary waste and reuses food the next day that can by policy be reused.

5. Performs general house cleaning such as cleaning refrigerators, does laundry, cleans bathrooms, cleans all ovens and equipment when time permits.

6. Performs other duties as assigned by manager or Director of Child Nutrition.

Supervision exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working conditions:
Walking/standing is required 5 to 6 hours a day with 5 hours without relief - Frequent bending/stooping and squatting/crouching; occasional crawling/kneeling, and climbing (5

ft. ladder to clean filters); must reach above shoulders and push/pull occasionally on the job. Must be able to lift up to 35 pounds on a frequent basis and 50 pounds occasionally.

Must possess the visual requirements to be aware of surroundings especially relative to work output and safety concerns. Must have the hearing/speaking ability to communicate with employees,
patrons, and students in person.

Job requires working around noise of machines and equipment; in fluctuating temperatures and in- humid environments, around some hazardous equipment (mixers, slicers, steamers), boiling liquids and very hot ovens, stoves, dishwashers, etc. Must be able to work around spills/slick floors and other impediments on occasion but must observe safe working conditions and watch for others safety and health.

Terms of Employment: 180 Days

Salary: Category A, B

Evaluation: Performance of this job will be evaluated in accordance with Board Policy.

Approved: 08-09-93
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