

Cook

Purpose Statement

The job of Cook is done for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for cooking food items that meet mandated nutritional requirements and/or requests of students and/or school personnel; verifying quantities and specifications of orders; and maintaining facilities in a safe and sanitary condition.

This job reports to Food Service Director

Essential Functions

- Attends in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Cooks food, prepared and/or from scratch, for the purpose of meeting mandated nutritional and projected meal requirements.
- Estimates food preparation amounts and adjusts recipes if required for the purpose of meeting projected meal requirements and minimizing waste.
- Evaluates prepared foods for flavor, appearance and temperature for the purpose of providing items that will be accepted by students and/or staff.
- Inspects food items for the purpose of verifying quantity, quality and specifications of orders to meet preparation requirements and/or complying with mandated health standards.
- Inventories food, condiments and supplies (e.g. produce, fruit, milk, etc.) for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Loads and unloads food containers into van for the purpose of delivering lunches, food and supplies to the various schools.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Oversees the preparation, cooking and serving of food and beverage items (e.g. salad bar, fruit bar, etc.) for the purpose of meeting mandated nutritional and health standards and ensuring appealing presentation.
- Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.
- Rotates items in the stock room, cooler and freezer daily or weekly for the purpose of maintaining a fresh supply of food items.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.

- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment found in a commercial kitchen; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; working as part of a team; and working with interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 60% walking, and 35% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is not required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

None Specified

Certificates and Licenses

CPR/First Aid Certificate
 ServSaf Certificate
 Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Annual training in Sexual Harassment, Blood Borne Pathogens, Bully Prevention and Confidentiality.
 Maintain current ServSaf Certificate.

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade