



## **JOB DESCRIPTION - COOK**

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### **Purpose Statement**

The job of Cook is done for the purpose/s of cooking, baking and preparing food items that meet mandated nutritional requirements and/or requests of students and/or school personnel; verifying quantities and specifications of orders; ensuring the availability of food and supplies; and maintaining staffing to ensure that district, state and federal requirements are met.

### **Essential Functions**

1. Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
2. Cleans utensils, equipment, and storage, food preparation and serving areas (e.g., sweep, mop, sanitize food preparation areas, empty trash, etc.) for the purpose of maintaining required sanitary conditions.
3. Prepares food and beverage items for the purpose of meeting mandated requirements and/or projected meal requirements.
4. Estimates food preparation amounts for the purpose of meeting projected meal requirements and minimizing waste.
5. Inspects food items and/or supplies for the purpose of verifying quantity and specifications of orders and/or complying with mandated health standards.
6. Inventories food, condiments and supplies for the purpose of ensuring availability of items.
7. Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
8. Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals.
9. Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
10. Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.
11. Evaluates prepared foods for flavor, appearance and temperature for the purpose of providing items that will be accepted by students and/or ensuring that special dietary requirements are met.
12. Supervises Assistant Cooks for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving department objectives within budget.
13. Transports food and dish carriers to/from on and off-site classrooms for the purpose of ensuring that mandated nutritional requirements are met.
14. Orders food, equipment and supplies for the purpose of acquiring the materials necessary to support the kitchen's operation.

15. Prepares written materials (e.g., menus, reports, meal counts, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
16. Processes documents and materials (e.g., meal counts, orders, time sheets, cooking project requests, etc.) for the purpose of disseminating information to appropriate parties.
17. Maintains a variety of manual and electronic documents, files and records (e.g., invoices, menus, food restriction lists, etc.) for the purpose of providing up-to-date reference and audit trail for compliance with district, local, state and federal regulations.
18. Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.

## **Working Conditions**

1. May need to attend evening meetings.
2. May include significant lifting, carrying, pushing and/or pulling; frequent climbing, balancing, and stooping, bending.

## **Minimum Requirements**

1. High School diploma or GED preferred (must obtain within a year of hire).
2. One year of food service experience.

## **Requirements**

1. Initial health examination, including screening for TB. (See Medical Release form)
2. Obtain a first Aid and Infant/Child CPR card within 90 days of hiring and keep current.
3. Complete Criminal History Declaration form and fingerprinting.
4. Obtain a Food Handler's Permit within 30 days of hiring and keep current.

## **Skills and Abilities**

1. Ability to relate positively to children and adults.
2. Knowledge of sound nutritional practice, especially in relation to the needs of young children.
3. Ability to relate effectively with children, families, community members, and staff of diverse backgrounds.