

COOK

Purpose Statement

The job of Cook was established for the purpose/s of providing support to the food service activities in the form of cooking, baking and preparing food items that meet mandated nutritional requirements and/or requests of students and school personnel; verifying quality of food and supplies; and maintaining facilities in a sanitary condition.

This job reports to Head Cook/ Food Service Director

Essential Functions

- Arranges food and beverage items for the purpose of serving them to students and staff in an efficient manner.
- Attends in unit meetings, in-service training, workshops, etc. for the purpose of 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.
- Evaluates prepared food for flavor, appearance, and temperature for the purpose of providing items that will be accepted by students and staff.
- Inspects food items and/or supplies for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health standards.
- Inventories food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Maintains food at correct heating and cooling temperatures for the purpose of complying with HACCP requirements.
- Monitors kitchen and cafeteria areas (e.g. student behavior, employee safety, working procedures, etc.) for the purpose of ensuring a safe and sanitary working environment.
- Oversees the preparation, cooking, and serving of food (e.g. regular food items, special diets, students with allergies, etc.) for the purpose of providing students and staff with food of high nutritious quality as well as meeting individual needs.
- Performs functions of other cooking positions, as required for the purpose of ensuring adequate staff coverage.
- Prepares food and beverage items according to standardized recipes and established food preparation procedures (e.g. breakfast, lunch, snacks, etc.) for the purpose of meeting mandated nutritional and projected meal requirements.
- Reports equipment malfunctions for the purpose of notifying supervisor of need for repair and/or replacement.
- Responds to inquires of students, staff, and/or the public for the purpose of providing information and/or direction regarding 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.

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 multiple tasks using existing skills. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; and operating equipment found in a commercial kitchen.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand multi-step written and oral instructions. 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; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: working as part of a team; and working with interruptions.

Responsibility

Responsibilities include: working with immediate supervision; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to impact the organization's services.

Working 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; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 45% walking, and 50% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates & Licenses

CPR/First Aid Certificate, ServSafe, and Going for the Gold

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade