

**POSITION DESCRIPTION**  
**Support/Classified Staff**

**Position:** COOK

**Reports to:** Supervisor of Nutritional Services

**Employment Status:** Regular/Part-Time

**FLSA Status:** Non-Exempt

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

Under the supervision of Nutrition Services the Cook prepares and serves food, assists with cashiering, food handling, record keeping and clean up

**Other Duties and Responsibilities:**

- Reviews Menu for the day/week/month with instructions from the Cafeteria Manager
- Assists with food preparation and baking duties
- Sets up hot, cold and mobile servicing lines as assigned
- Serves customers, maintains an adequate food supply and restocks in a timely fashion
- Practices appropriate sanitation techniques and protocols
- Assists as cashier as assigned
- Assists in the training of Cafeteria employees
- Assists in the Kitchen/Dishroom with the cleaning of utensils, equipment, carts and wiping of counters and tables
- Assists in keeping work area, refrigerators, freezers and stockrooms in clean, safe and sanitary condition
- Assists in maintaining all necessary records, reports and inventories and in ordering and storing of food and supply
- Reports problems or accidents that occur in the kitchen or the cafeteria to the Cafeteria Manager and/or Supervisor of Nutrition Services

**Qualifications:**

- High school diploma or GED, and
- An equivalent combination of education, training and experience

**Required Knowledge, Skills and Abilities:**

- Board of Education policies and procedures, applicable sections
- Administrative procedures, applicable sections
- Safety practices in food preparation and service
- Products and methods used in large scale food preparation

- Use and care of food service equipment and utensils in large-scale food preparation
- Interact and respond appropriately to students and staff
- Transport bulk serving containers of food
- Work in hot/cold environment
- Stand for extended periods
- Read and follow directions
- Performs other duties as assigned.
- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to come to school on all scheduled workdays except calamity days
- Occasional interaction among children
- Lift, carry, push and pull various items up to a maximum of 50 pounds
- Frequent requirement to crouch, kneel and stoop
- Occasional requirement to balance, climb and use color vision

**Equipment Operated: Industrial stove, oven, steamer, slicer, mixer, dishwasher, can opener and all kitchen equipment on site.**

\*The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

\_\_\_\_\_  
Superintendent or designee

\_\_\_\_\_  
Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Adoption date: