

SUMMER SCHOOL COOK**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. High School Diploma or equivalent preferred.
2. Work experience in a restaurant, hotel or a similar food service setting and/or demonstrate an aptitude for the work to be performed, and/or have been a substitute cook.
3. Personality conducive to positive public relations work with students, staff, administrators and patrons.
4. Physically able to perform assigned duties.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Kitchen Manager

Supervises: N/A

Job Goals:

To serve the students and staff nutritious and attractive meals in an atmosphere of efficiency, cleanliness and warmth.

Essential Duties and Responsibilities:

1. Participates in the preparation and serving of food in accordance with the instructions of the Kitchen Manager.
2. Maintains the highest standards of safety and cleanliness in the kitchen according to the guidelines established by District Seven Health Department, U.S.D.A. and the Child Nutrition Supervisor.
3. Uses proper procedures with receiving and storage of groceries and kitchen supplies. All deliveries must be checked in, properly stored in storage area; helps rotate, organize and utilize all supplies.
4. Maintains a good working relationship with parents, students, teachers and principal(s) on all aspects of school child nutrition.
5. Has or develops computer skills to operate computer software that is in use in each kitchen.
6. Maintains a healthy atmosphere with all fellow employees. Communicates effectively with other employees, creating productivity and satisfaction in the workplace. Follows Food Service Dress Code Policy.
7. Reports to the Kitchen Manager any faulty or inferior quality food which is received.
8. Assists in the daily cleaning and sanitation of kitchen, equipment, dishes and utensils.
9. Maintains high standards of ethical behavior and confidentiality.
10. Has regular and predictable attendance.

Other Duties and Responsibilities:

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Performs all other duties as assigned.

Terms of Employment:

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee, and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall, at all times, be subject to the direction of the persons to whom said employee has primary responsibility or said person’s designee(s), and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said School District rules, regulations and policies.

This is a part-time seasonal position. No benefits are available for this position. Scheduled work hours will be determined by the Child Nutrition Supervisor. Salary will be determined by the Summer Salary Schedule, as adopted by the Board of Trustees.

Evaluation:

N/A

Physical Demand/Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; bend; have sufficient hand, arm and finger dexterity; reach with hands and arms and talk or hear. The employee is frequently required to taste or smell. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently reach, carry, push and handle items weighing up to 50 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate to loud.

Reviewed _____ Revised 03/11
12/16

NOTES:

All certificated and non-certificated employees and other individual are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
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FOOD SERVICE

FLSA Status – Non-exempt
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I.C. § 33-1210 Information on Past Job Performance

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