

Job Description

Position Title: Cook/Server
Department: Nutrition Services
Reports To: Director of Nutrition Services & Warehouse
Calendar: 180 or 187 Days (dependent on hours worked)
Category: Classified Hourly

SUMMARY

Responsible for the food production and serving of quality food in an assigned school to students in a safe, efficient, and pleasant manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties must be performed on site. Other duties may be assigned.

- Reports to work as scheduled on a regular and reliable basis.
- Preparation of food in large quantities and planning the preparation of some cooked items.
- Prepares food according to a planned menu and standardized recipes daily.
- Assists with the daily cleaning of all kitchen equipment to ensure cleanliness and sanitary conditions are met.
- Clean assigned areas and equipment daily.
- Sets up/breaks down serving lines (salad bar, hot food, ala carte, etc.) daily.
- Reports inferior quality of food or faulty equipment to the appropriate authority on a daily basis.
- Records all food requisitions from the storeroom daily.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATION REQUIREMENTS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED)
- Previous experience with large scale cooking and food preparation/serving preferred

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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OTHER SKILLS and ABILITIES

Ability to pass entry level aptitude test. Ability to work in a friendly manner with co-workers and students. Ability to perform the job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS

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 frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop 0 - 24 inches and occasionally up to 36 inches, kneel and crouch. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds and occasionally up to 75 lbs 0 - 12 feet and occasionally up to 20 feet, such as milk crates, frozen foods, canned food, etc. Specific vision abilities required by this job include close vision, depth perception, peripheral vision and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in high temperatures and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with the public and other workers. The noise level in the work environment is frequently loud. The employee has a greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job.

The information contained in this job description is in compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.