

Position Title: Cook, Nutritional Services

Reports To: Head Cook

Job Goal: To provide a customer service oriented nutrition program that prepares daily meals in a pleasing, healthy, safe and financially efficient manner.

Preparation, Experience, Skills:

- Able to obtain a satisfactory statement of health as required by law.
- Possess physical strength, stamina, and endurance with the ability to do vigorous manual work and heavy lifting.
- Ability to work addition and subtraction problems and to accurately count items.
- Ability to learn and understand quantity, food production, and the operation of institutional equipment.
- Participates in a minimum of 6 hours of in-service/workshop activities annually.
- Complete the ServSafe Sanitation Course or similar program as determined by the Director of Food and Nutrition.

Principle Duties:

- Follow instructions given by the Head Cook and Assistant Head Cook.
- Maintain a positive rapport with students, staff, parents and the community and treat all students, faculty, and staff courteously, with a smile and with great customer service
- Work in a courteous manner with co-workers and other personnel. Utilize appropriate language and limit topics of conversation to those that are appropriate for work and young children.
- Supports and maintains high standards for meals and service for the District's early childhood program as is appropriate and requested. Ensures meal identifier sheets are complete and accurate.
- Assists Head Cook/ Assistant Head Cook with all daily signage and record keeping needs as assigned.
- Accurately and correctly maintain hours on a time clock. Complete pink sheets as needed.
- Set-up serving line, replenish and service or work in the line, keeping all items hot or cold as needed, full for every customer, and clean and attractive for every customer, from first to last.
- Follow production record instructions regarding serving sizes, specific items to use, and food preparation, to ensure we are preparing and serving food within the budget and meal pattern guidelines. Follow standardized recipes and follow package instructions to produce high quality meals or ala carte products.
- Assist with getting food supplies and keeping orderly and clean storerooms. This includes rotating stock using FIFO and properly labeling and dating all items.
- Ensure the daily, weekly, monthly, mid-year, end of year, and back to school cleaning chart tasks are thoroughly completed as assigned. cleaning of all kitchen

equipment, and the washing and sanitizing of all utensils, pans, dishes, food prep surfaces plus cleaning of coolers, freezers and storerooms at regularly scheduled intervals

- Throughout your entire shift, help in the dish room to wash and put away items.
- Dress appropriately for the position and work required. Follow dress code.
- See and take initiative to assist co-workers in the kitchen with duties and work as a team to produce safe, appealing, healthy and plentiful meals on time, for all customers, from the first in line to the last person in line.
- Arrive and depart from the building as scheduled
- Administer and adhere to applicable state and federal laws, rules, and regulations, board policies and administrative rules
- Perform any other food service duties assigned by the Head Cook, Assistant Head Cook, or designated person in charge.

Terms of

Employment:

10 Month Employee

Benefits in accordance with negotiated agreement.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, stand, speak, hear, smell, see, and walk to carry out routine duties. Must be able to bend arms, torso, legs, and neck. Significant stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, repetitive motions. Must be able to regularly lift, move, or push items of 25 lbs. and occasionally be able to lift, move, or push items of 50 lbs. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to work in a fast-paced setting, meet multiple demands from several people, and interact with the public, students, and other staff.

PHYSICAL DEMANDS

		NEVER 0%	OCCASIONA L 1-32%	FREQUENT 33-66%	CONSTANT 67%+
A.	Standing				x
B.	Walking				x
C.	Sitting		x		
D.	Bending/Stooping			x	
E.	Reaching/Pushing/Pulling			x	
F.	Climbing/Stairs		x		
G.	Driving		x		
H.	Lifting (# 50 lbs)		x		
I.	Carrying (# 25 lbs)			x	
J.	Manual Dexterity Tasks				
	Telephone		x		
	Computer/Calculator			x	
	Kitchen utensils and appliances			x	
K.	Working Conditions				
	Inside				x
	Outside		x		
	Extremes of Temperature/Humidity			x	

	Hazards: Fire, pressurized steam, hot cooking surfaces and equipment, moving machinery, natural gas, water pressure, hot grease, high temperatures from cooking operations, electrical current, escaped steam, sharp objects, slippery floors				X
	Repetitive motion (hands, wrists, and/or torso)				X

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

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.)* Noise level is quiet to loud. Work will primarily be indoors, but may be outdoors at times. Work may be in non-air-conditioned rooms. Tobacco and alcohol-free environment. Fast-paced atmosphere with constant contact with students, staff, and the public. May include evenings and/or weekends as necessary. Use and maintain safe working habits.

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

Date of

Revision: 5/1/2024

It is the policy of the College Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Executive Director of Human Resources and Equity 401 76th Ave SW, Cedar Rapids, IA 52404
Contact phone: 319-848-5246