

**TWIN VALLEY LOCAL BOARD OF EDUCATION
JOB DESCRIPTION**

LOCATOR INDEX 3.11

Title: Food Service Employee - Charge Cook

Department: Food Services

Building/Facility: Twin Valley School

Reports to: Food Service Director

Employment Status: Regular/Part-time

FLSA Status: Non-Exempt

General Description: Responsible for operation of breakfast and lunch programs; assist with supervision of food service department employees

Essential Functions:

1. Ensure safety of students
2. Supervise other cooks and student workers serving the school cafeteria
3. Oversee the general operation of, and food preparation in, the school cafeteria
4. Ensure all of the rules, regulations and policies of the school lunch program are implemented and adhered to
5. Ensure the work area is neat and orderly
6. Maintain an inventory of foodstuffs, materials and equipment
7. Requisition needed foodstuffs, materials and equipment
8. Ensure staff adhere to strict sanitary standards
9. Follow the school district daily menu and see that all necessary foodstuffs and supplies are on hand in accordance with the menu
10. Complete and submit all required reports and other appropriate forms to the Supervisor of Food Services including daily production sheets
11. Verify food and supply deliveries for accuracy of product, quality and quantity. Sign all invoices upon verifying receipt. Submit invoices to Food Service Director for payment processing
12. Assist in the preparation and service of quality food to students in a quick and pleasant manner
13. Assist with the daily cleaning of all kitchen equipment
14. Maintain orderly, clean and sanitary work areas
15. Adhere to prescribed standardized recipes
16. Prepare and serve food in an attractive manner
17. Adhere to rigid sanitary standards both in work and attire
18. Report the inferior quality of food or faulty equipment to the appropriate supervisor
19. Straighten and put away stock in storage areas
20. Ensure maintenance of kitchen equipment
21. Assist Food Service Director in planning breakfast and lunch menus
22. Monitor cooler and freezer temperatures
23. Schedule work assignments for other cafeteria staff
24. Ensure daily/weekly cleaning of equipment as scheduled
25. Maintain respect at all times for confidential information, e.g., free and reduced lunch applications, etc.
26. Make contacts with the public with tact and diplomacy
27. Interact in a positive manner with staff, students and parents
28. Promote good public relations by personal appearance, attitude and conversation
29. Attend meetings and in-services as required

Other Duties and Responsibilities:

1. Clean trays during lunch periods when necessary
2. Obtain substitutes as needed if Food Service Director is unavailable
3. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
4. Instill in students the belief in and practice of ethical principles and democratic values
5. Interact with superintendent and/or board of education and present information as requested
6. Respond to routine questions and requests in an appropriate manner
7. Perform other duties as assigned by the Supervisor of Food Services

Qualifications:

1. High school diploma
2. Evidence of experience and/or training in food services
3. Alternative to the above qualifications as superintendent and/or board of education may find appropriate

Required Knowledge, Skills, and Abilities:

1. Ability to work effectively with others
2. Ability to communicate ideas and directives clearly and effectively both orally and in writing
3. Effective, active listening skills
4. Organizational and problem solving skills
5. Knowledge of operation of kitchen equipment
6. Ability to plan nutritional menu, including reduction of fat in food preparation
7. Knowledge of nutritional guidelines
8. Knowledge of sanitation guidelines
9. Ability to read and understand verbal and written instructions, written warnings and labels
10. Training in the proper care and storage of chemicals, e.g., OSHA/PERRAC training

Equipment Operated:

1. Telephone
2. Motor vehicle
3. Convection oven, combi oven and microwave oven
4. Electric can opener
5. Buffalo chopper
6. Food slicer
7. Food processor
8. Dishwasher
9. Calculator
10. Garbage disposal
11. Walk-in cooler and freezer
12. Knives
13. Various other kitchen equipment
14. Steam table

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue
2. Occasional operation of a vehicle under inclement weather conditions
3. Occasional interaction among unruly children
4. Occasional evening/weekend work

5. Occasional travel (i.e., to pick up food or supplies)
6. Regular requirement to sit, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, and stoop
7. Long periods of standing during assigned work day (up to 5.5 hours)
8. Lift, carry, push and pull various food stuffs up to a maximum of 50 pounds, e.g., food, supplies, ice, etc.
9. Repetitive hand motion, e.g., cutting and grinding

NOTE: The above lists are not ranked in order of importance.

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: September 20, 1999