

DeKalb CUSD 428
Job Description

Position Title: Floater Cook
Labor Grade: II
Department: Nutrition Services
Supervisor: Manager of Nutrition Services
Calendar: 163 Days in accordance with the school calendar
FLSA Status: Non-Exempt
Date: February 8, 2023

Objective

The Floater Cook is responsible for preparing and/or directing the preparation of attractive and nutritious meals to be served to students and guests, complying with all applicable sanitation, health and personal hygiene standards and following established food production programs and procedures. The Floater Cook is responsible for ensuring compliant food preparation/serving and sanitation procedures in accordance with established district menus, and federal, state and local regulations. The Floater Cook will need to be flexible with work hours and locations as needed to provide Food Service at assigned site(s).

Essential Duties and Responsibilities

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

1. Ensures that all actions are compliant with established Board policies as well as the mission, vision and values defined by the district and Board of Education.
2. Carries out such additional duties as required or as conditions necessitate.
3. Participates in job training and professional growth opportunities in order to enhance ability to perform the essential functions of the job.
4. Assists with preparation of food following uniform recipes according to established menu; ensuring best quality in temperature, taste and appearance.
5. Fulfill other temporary assignments in all areas/locations in the Food Service Department. (DHS, HMS, CRMS, Cortland and Malta).
6. Ability to work with a flexible schedule.
7. Flexibility is required to work with a diverse group of individuals in a variety of circumstances.
8. Specific based competencies required to satisfactorily perform the functions of the job including adapting to changing work priorities, communicating with diverse groups, and working as part of a team.
9. Maintains the highest standard of safety and sanitation in accordance with District #428 and local health department regulations. Ensures established sanitation procedures of all

kitchen equipment; washing and sanitizing of dishes, utensils, preparation areas, serving areas, eating areas and hot carts.

10. Monitors & documents food temperature, taste and texture ensuring regulatory and district standard compliance making adjustments as necessary.
11. Reports immediately to the Head Cook any problem or accident occurring in the kitchen or the cafeteria premises.
12. Carries out the job assignment and related duties as outlined on the daily schedule of work tasks.
13. Assists with completing daily production reports for assigned area as assigned by the Head Cook.
14. Abides by the information established in the District #428 Standard Operation Procedures for Food Service (SOPs)
15. Substitutes for other staff members / positions as assigned.
16. Assists with monitoring and maintaining adequate inventory of equipment and food.
17. Assists with loading, unloading and cleaning of food carts and food preparation, serving or storage equipment as assigned.
18. Assists with receiving food deliveries including unloading (once removed from delivery truck) and stocking, notifying the Head Cook of any inferior quality of food received.

Qualifications

1. Certification/coursework in Food Sanitation within 6 months or sooner of employment.

Knowledge, Skills and Abilities

1. Ability to follow verbal and written instructions.
2. Ability to read and comprehend written instructions.
3. Basic computer operations as applied to food service area.
4. Effectively collaborate with co-workers fostering environment of dignity and respect.

Supervisory Responsibility

None

Work Environment

This job operates in a kitchen environment, housed with equipment such as an oven, stove, dishwasher, slicer, coffee machine, steamer, mixer and chef's knives. The employee is frequently exposed to heat, steam, fire and noise.

Travel

In district travel may be required.

Education and Experience

1. Prior experience in a related food service position preferred.
2. High School diploma or equivalent

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

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.

The physical activity of this position. *(Please check all blocks that apply)*

<input checked="" type="checkbox"/>	A.	Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input checked="" type="checkbox"/>	B.	Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input checked="" type="checkbox"/>	C.	Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
<input checked="" type="checkbox"/>	D.	Kneeling. Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	E.	Crouching. Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	F.	Crawling. Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	G.	Reaching. Extending hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	H.	Standing. Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	I.	Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
<input checked="" type="checkbox"/>	J.	Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
<input checked="" type="checkbox"/>	K.	Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>		

	L.	Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
<input type="checkbox"/>	M.	Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
<input checked="" type="checkbox"/>	N.	Grasping. Applying pressure to an object with the fingers and palm.
<input checked="" type="checkbox"/>	O.	Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
<input checked="" type="checkbox"/>	P.	Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
<input checked="" type="checkbox"/>	Q.	Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
<input checked="" type="checkbox"/>	R.	Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

The physical requirements of this position. (Please check only one block)

<input type="checkbox"/>	A.	Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	B.	Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
<input checked="" type="checkbox"/>	C.	Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	D.	Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	E.	Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

The visual acuity requirements including color, depth perception, and field vision. (Please check

only one block)

<input type="checkbox"/>	A.	The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
<input type="checkbox"/>	B.	The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.
<input type="checkbox"/>	C.	The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
<input checked="" type="checkbox"/>	D.	The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)

The conditions the worker will be subject to in this position. (Please check all blocks that apply)

<input checked="" type="checkbox"/>	A.	The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
<input type="checkbox"/>	B.	The worker is subject to outside environmental conditions. No effective protection from the weather.
<input type="checkbox"/>	C.	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input checked="" type="checkbox"/>	D.	The worker is subject to extreme cold. Temperatures typically below 32 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
<input type="checkbox"/>	E.	The worker is subject to extreme heat. Temperatures above 100 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
<input checked="" type="checkbox"/>	F.	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
<input type="checkbox"/>	G.	The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	H.	The worker is subject to hazards. Includes a variety of physical conditions, such as proximity

		to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
<input checked="" type="checkbox"/>	I.	The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.
<input type="checkbox"/>	J.	The worker is frequently in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.
<input type="checkbox"/>	K.	The worker is required to function in narrow aisles or passageways.
<input type="checkbox"/>	L.	None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

Signatures

This job description has been approved by all levels of management:

Supervisor Name: _____

Signature: _____ Date: Click or tap to enter a date.

HR Representative: _____

Signature: _____ Date: Click or tap to enter a date.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Signature: _____ Date: Click or tap to enter a date.