

BOARD OF EDUCATION – DELAWARE CITY SCHOOLS
Job Description

Date: March 6, 2015

Title: **COOK/CASHIER**

Reports To: Head Cook, Food Service Supervisor

FLSA Status: Non-Exempt

Qualifications:

- * High school diploma or equivalent
- * Experience in operation of Windows-based computer system
- * Demonstrate good customer service
- * Experience in the preparation of school lunches or related retail/food service
- * Ability to communicate ideas and directives clearly and effectively both orally and in writing
- * Ability to work in fast paced environment with deadlines
- * Good health, physical stamina, fitness and vitality

General Description: Help prepare and serve meals at preparation kitchen, including ala carte offerings and at the satellite school, if assigned.

Essential Functions:

1. Carefully follow directions given by the head cook.
2. Strictly adhere to prescribed standardized recipes.
3. Diligently work at his/her specific tasks and offer help to others when needed.
4. He/she will acquaint themselves with every procedure in the lunchroom.
5. Maintain orderly, clean and safe work areas.
6. Prepare and serves food in an attractive manner.
7. Follow HACCP plan standards as prescribed and enforced by the City/County Board of Health.
8. Take pride in personal appearance by keeping person clean and clothing neat.
9. Perform duties as required at special meal functions.
10. Help to teach CBI students proper behavior in the work area.
11. Training required applicable to position - if work 20 hours or more per week will need 6 hours of training annually and if under 20 hours per week 4 hours of training annually.

Expectations:

1. Demonstrate support for the district's Vision, Mission and Beliefs.
2. Demonstrate commitment to continuous improvement by engaging in regular professional development activities.
3. Ensure that decisions are based on data.
4. Demonstrate flexibility and openness to innovation in the performance of job related duties.
5. Serve as a role model in how to conduct oneself as a citizen and as a responsible, intelligent human being.
6. Adhere to and enforce all board policies.
7. Perform other tasks as assigned by the immediate supervisor.
8. The employee shall remain free from any alcohol or abuse of a non-prescribed controlled substance in the workplace throughout his/her employment in the District.

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.