

# **Princeton City School District**

## **Job Description**

**Job Title:** Cook  
**Reports To:** Director of Food Service  
**FLSA Status:** Classified  
**Revised Date:** March 13, 2009

### **GENERAL DESCRIPTION**

The Cook will prepare and serve soups, entrees, vegetables, salads, dressings and desert.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Does the preparation, baking, and cooking of a variety of main dishes, vegetables, soups, sauces and other items.
- Does set up and replenish steam tables and help serve food.
- Does keep equipment, utensil, and work areas clean and sanitary.
- Does record leftovers and confer with the cafeteria manager, or designee on menus, recipe conversions, quantity to be prepared, use and storage of leftovers and restocking of food supplies.
- Does plan and organize own work in the preparation of specific dishes under the supervision of a cafeteria manager or designee.
- Does perform or assist with other duties as assigned.

### **QUALIFICATIONS**

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. Knowledge of district selected software is required.

- Must be at least eighteen years of age.
- Must be able to read and write.
- Must be able to count and record information.
- Must satisfy all job related attendance requirements.
- Must satisfy all job-related medical and physical ability standards.
- Must satisfy all job related training requirements.
- Must be able to move around considerably but also to remain in a fixed location for a period of time.
- Must be suited for situations that require adherence to rules and procedures, and also flexibility to use own code of ethics in decision-making.
- Must be suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies.
- Must be able to work alone or interact well with other people.

## **COOK (continued)**

- Must be suited for situations that require the ability to relate to others without being overly demanding or overly tolerant.
- Must be suited for situations that require the ability to personally excel as well as work as part of a team on an interactive basis.
- Must be suited for situations that require the ability to handle average stress, tension, pressure, criticism, and rejection, but also to be sensitive and empathic.
- Must have the ability to perform duties with awareness of district requirements and Board of Education policies.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

High school diploma required.

## **LANGUAGE SKILLS**

Ability to communicate effectively with students, parents, teachers, colleagues and administration. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community.

## **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 regularly required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds.

### **Physical Abilities**

Upper lift strength	High	50 pounds
Upper lift endurance	High	25 pounds
Lower lifting strength	High	50 pounds
Lower lift endurance	High	25 pounds
Carry strength	High	50 pounds
Carry endurance	High	25 pounds
Push/pull strength	High	40 pounds
Push/pull endurance	High	25 pounds
Ambulating endurance	High	6 stanine
Standing work tolerance	High	180 minutes
Gross body coordination	High	
Standing balance	High	
Manual dexterity	High	
Finger dexterity	High	
Arm-hand steadiness	High	
Near vision	High	
Hearing	High	

## **COOK (continued)**

### **EQUIPMENT**

Dollies, toasters, tilt skillets, steam-jacketed kettles, knives, exhaust hoods, griddles, ranges, coffee pots, microwave ovens, service elevator (dumbwaiter), garbage disposals, proofing cabinets, carts, warming equipment, food processors, mixers, slicers, steamers, dishwashers, fryers, ovens.

### **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. The noise level in the work environment is usually moderate to high.

### **Environmental Conditions**

- Working in proximity to toxic or caustic substances *Frequently.*
- Working in proximity to flammables or explosives *Frequently.*
- Working in proximity to moving mechanical parts *Frequently.*
- Working in noisy areas *Frequently.*
- Working with objects having vibration *Occasionally.*
- Working in wet conditions *Frequently.*
- Working in hot temperatures *Frequently.*
- Working in cold temperatures *Occasionally.*
- Working with repeated hand or wrist movements *Frequently.*

### **TERMS OF EMPLOYMENT**

Salary and work year to be established by the Board of Education.

### **EVALUATION**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy.

*The information contained in this job description is for 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.*