



## FOREST HILLS LOCAL BOARD OF EDUCATION

### JOB DESCRIPTION

Date Board Reviewed:

<u>Title:</u>	Cook
<u>Reports To:</u>	Head Cook
<u>Employment Status:</u>	Part Time
<u>FLSA Status:</u>	Non-Exempt
<u>Qualifications:</u>	<ol style="list-style-type: none"><li>1. High school graduate or equivalent.</li><li>2. Demonstrates a sincere desire to aid all students.</li><li>3. Good health, high moral character, and good attendance record.</li></ol>

Definition:

The cook prepares food according to the menu using established district recipes.

Key Functions:

1. Portions food and prepare cafeteria line for serving.
2. Serves students and staff from the cafeteria line.
3. Learns prices and government lunch pattern.
4. Learns and operates cash register. Follow the district money-handling procedures.
5. Cleans kitchen equipment, trays, utensils, and table and chairs in the dining area as directed by head cook or supervisor.
6. Learns and operates all kitchen and dish room equipment.
7. Follows proper sanitation procedures.
8. Performs related duties as assigned including duties at special meal functions.

**ADDITIONAL WORKING CONDITIONS:**

- 1. Occasional exposure to blood, bodily fluids, and tissue**
- 2. Prolonged and irregular hours**

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

*Forest Hills Schools does not discriminate nor tolerate harassment in its employment opportunities, educational programs or activities for any reason including on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, sexual orientation, age or genetic information.*



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### JOB DESCRIPTION ACKNOWLEDGEMENT

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Title: Cook

Position Incumbent:

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

\_\_\_\_\_  
(Local 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. I am able to perform the key functions of the position.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

