



## JOB DESCRIPTION

SCHOOL DISTRICT U-46  
HUMAN RESOURCES

<b><u>Position / Title:</u></b> COOK	
<b><u>Bargaining Unit:</u></b> SEIU	<b><u>Department/Location:</u></b> FOOD & NUTRITION SERVICES
<b><u>Work Days:</u></b> 189	<b><u>Reports To:</u></b> CAFETERIA MANAGER
<b><u>JD Revision Date:</u></b> 03/29/2023	<b><u>Supervises:</u></b> N/A

### Function / Position Summary

Responsible for all duties related to the receiving, storage (food & supplies) and preparation of meals/snacks daily. Adheres to the National School Breakfast, Lunch, Snack and Supper program guidelines and requirements in accordance with Federal, State and Local regulations. Provides excellent customer service to all. May be required to leave the main work site on occasion for meetings & training. Maintain confidentiality within the school, district and community.

### Job Duties / Responsibilities

- Maintains a clean, sanitary, and organized workspace at all times.
- Responsible for the proper handling of all food and supplies.
- Maintains a required system of accountability.
- Performs and documents temperature and sanitation checks as required by district policy.
- Prepares weekly projections to order food and supplies for menus.
- Utilizes correct measuring and serving utensils to ensure accurate meal portioning as specified by district policy.
- Maintains accurate production data reports on a daily, weekly and monthly basis.
- Ensures dishwashing is ongoing and completed to meet district sanitation expectations at all times
- As required, perform display/action cooking during meal periods.
- Ability to create and execute scratch or speed scratch recipes meeting NSLP & SBP requirements.
- Memorize and prepare basic ingredient components and recipes of each menu item as required by district policy.
- Detail to product presentation and quality as required by district policy.
- Exemplify leadership attitude ensuring that all meals are served in a timely manner.
- Provide supervisor support to site Cafeteria Manager and acting Manager.
- Other duties as assigned.

### Education

- High school diploma or equivalent required.
- Culinary Certification or Degree Preferred.
- Must possess a valid Certified Professional Food Manager Certification, previously known as sanitation certificate. Certificate shall be obtained by the start of the second school term of employment.

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## **Experience / Knowledge**

- Hold a State of Illinois Food Handler card and demonstrate specific knowledge-based competencies required to satisfactorily perform the functions of the job which includes. If certification is not current, must be able to obtain within 30 days of employment.
- Minimum of two (2) years' experience in Kitchen Leadership position providing no less than 2,000 meals daily.
- Proficiency in time management, organization and multi-tasking.
- Excellent math skills.
- Ability to successfully complete required daily written documentation.
- Ability to verbally communicate.
- In depth working understanding of National School Breakfast, Lunch menu planning and meal requirements.

## **Physical Demands**

- Ability to work in a very fast paced and stressful environment.
- Ability to stand for long periods.
- Ability to assist in lifting 50 pounds.
- Ability to withstand daily demands of lifting, bending and pushing heavy carts.
- Ability to withstand going in and out of freezers, refrigerators and storage areas.
- Wear appropriate uniform and shoes as required.

## **Terms of Employment**

- This is a ten (10) month position. Salary and benefits as established by the Board of Education.
- Maintain positive attendance record as specified by FNS Department Handbook and SEIU contract.
- Must be able to adhere to all Blackout dates according to the Food and Nutrition Calendar.
- Must complete all FNS and District mandated GCN Tutorials, monthly safety training and department sponsored training per USDA requirements by their due dates.
- Attend all back to school and professional development meetings/trainings as required.

## **Evaluation**

- Performance of this job will be in accordance with provision of the Board's policy on evaluation of support service personnel.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_