

TITLE: COOK

QUALIFICATIONS

1. Previous experience in large-scale food service preferred
2. Knowledge of the principles of food management, nutrition, sanitation, and applicable federal and state law, administrative rules, and Board policy
3. General knowledge of the best methods of preparing and cooking food in large quantities and ability to adjust recipes to the quantity required
4. Ability to stand and walk for most of the scheduled workday.
5. Continuous lifting and carrying of freight, pushing and pulling up to 40 lbs. of freight and occasionally up to 60 lbs. in which case two employees will help each other lift the 60 lbs.
6. Job may require frequent stooping, bending, and carrying of food products, food service supplies and equipment up to 40 lbs.
7. Repetitive motions required in fingering, hand, wrist, and arm movements to cut and prepare food and clean kitchen areas.
8. Employees under 5 feet tall will need to be able to stand on a stool and have balance to reach overhead to handle food products up to 40 lbs. repetitively.
9. Ability to lift up to 60 lbs. of freight
10. A general understanding of Material Safety Data Sheets
11. Excellent interpersonal and communication skills
12. Self-motivated
13. Works well with students and staff
14. Excellent organizational skills
15. Maintain confidentiality of staff and students
16. Ability to pass a physical agility test

PRIMARY RESPONSIBILITY TO
Kitchen Manager and Food and Nutrition Supervisor

JOB SUMMARY

To cook, prepare and serve students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth in harmony with state and federal guidelines.

MAJOR DUTIES AND RESPONSIBILITIES

1. Help prepare daily school meals on time and according to a planned menu and to standards set forth by the appropriate state and federal agencies and the District's food service department
2. Maintain the highest standard of safety and cleanliness in the kitchen and cafeteria
3. Prepare food according to a planned menu and tested, uniform recipes and determine if the finished product is of high quality both in flavor and appearance before it is served
4. Assist in the proper storage of all food items, keeping frozen and refrigerated items at the required temperatures
5. Help determine the quantities of each food to be prepared daily and the size of serving to meet the necessary age requirements as requested

6. Assist in the serving of food, and be responsible of replenishing the supply of foods during serving periods
7. Assist in the daily clean-up of the kitchen and service area, clean all dishes, pots, pans and cutlery. Use dishwasher and other equipment as directed, and clean the dishwasher
8. Keep the refrigerators and storerooms clean, clean counters and sinks, take out trash, keep all work areas as neat and clean as possible.
9. Assist in ordering necessary supplies (Took out #9 in original document)
10. Report to Kitchen Manager any faulty or inferior quality food that is received
11. Assist in maintaining storeroom inventory by helping to check in shipments and order supplies as needed
12. Perform other duties as assigned
13. Assist in requisitioning food stuffs and verifying receipt of food shipments
14. Report immediately to the building principal any problem or accident occurring in the kitchen or cafeteria area
15. Maintain friendly relations with other school staff and with lunchroom customers
16. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at in-services
17. Seek assistance should emergencies arise
18. Represent the school district in a positive manner
19. Know and follow school district policy and chain of command

EVALUATION

Performance of this position will be evaluated annually by the head cook and/or food service supervisor in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

Printed Name

Date

Signature