| **Job Title:** | **Cook** |
| --- | --- |
| **Supervisor:** | Site Administrator | **Location:** | All River Schools |
| **Authorized Hours:** | 5.5 hours per day, M-F (varies) | **Classification:** | Classified/Hourly |
| **Days/Months:** | 9 months | **Range:** | C, starting at $20.00 DOE |

# General Responsibilities

Prepares meals for school breakfast/lunch program while following federal and state guidelines for the program. This position is responsible for the day-to-day operation of the school cafeteria with general directions. The general directions are defined by established procedures while setting priorities.

# Qualifications

**Education:** High school diploma or GED is required. A certificate from an accredited college, technical or vocational school for completion of a course of study in professional cooking, food service/dietary management, culinary arts or a closely related area preferred.

**Experience:** One-year experience in a position with the use of commercial kitchen equipment, customer service, and food preparation preferred.

**Knowledge/Skills:**

* Knowledge of principles, tools and techniques of food service management, including planning and purchasing.
* Knowledge of general principles of menu planning, modification of recipes, preparation of foods.
* Knowledge of inventory control procedures, procurement and storing of food items and supplies.
* Knowledge of the practices, methods and procedures of volume food preparations; food values, characteristics and nutrition; personal hygiene, food handling, sanitation and safety precautions.

**Abilities:**

* Ability to lift/unload food and supplies
* Ability to operate kitchen equipment safely.
* Must have or be able to pass Food Handlers course 30 days after hire and maintain the card.

# Example of Duties

1. Complete and maintain training as needed.
2. Prepare ingredients for coming meals; pull meat to thaw, prep dry mix, verify quantities needed, etc.
3. Prepare meals for students based on required menu plan.
4. Serve meals on time to all students.
5. Clean and sanitize (when appropriate) oven, stove and area, utensils, equipment, and floor.
6. Set up, clean, organize, and maintain area where meals are served, if separate from classroom area.
7. Be familiar with NSLP & SBP standards and abide by them.
8. Manage inventory; date, label, organize and rotate food first-in-first-out.
9. Maintain daily production records of meals served, food ordered, or any other pertinent paperwork.
10. Store food properly; maintain fridge and freezer temperature logs, shelf food 4” or more off the ground, prevent cross contamination by organizing fridge.
11. Submit food orders as necessary and when instructed by district’s Food Service Specialist.
12. Complete and submit daily production records to district’s Food Service Specialist monthly (or when requested).
13. Provide feedback to district’s Food Service Specialist on recipes, menu items, and workflow.
14. Be kind and courteous to all students, staff and guests.
15. Maintain personal hygiene.
16. Other duties as assigned. *Please note this job description is not intended to cover or contain all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

# Equipment Used

Standard commercial kitchen equipment and typical office equipment.

# Independent Decisions

Decisions of a routine, job-related nature.

# Primary Working Contacts

Daily contact with students, school staff and district office food service staff.

# Responsibility for Cash, Equipment, Safety

Ensures the safe operation of kitchen equipment and maintenance of computer and all peripherals.

# Supervision Received and Exercised

Receives oral and/or written direction from the Food Service department or supervisor.

# Unusual Working Conditions

None

# Evaluation

Annual written evaluation. Job performance is reviewed by the principal.