

TITLE: Cook

REPORTS TO: School Lunch Manager

SUPERVISES: Food Service Helper

JOB SUMMARY:

This is a food service position involving the responsibility for the preparation, cooking and serving of hot and cold food items to students, faculty, and staff in a school setting. Food is prepared in accordance with established district menus. The Cook may plan menus, complete food requisitions and maintain inventory records. When assigned to an educational facility, the Cook may be the responsible food service employee in an elementary, junior or senior high school. Direct supervision is exercised over Food Service Helpers.

The Cook is responsible for maintaining high standards of food preparation and cleanliness as established by the School Lunch Manager. The School Lunch manager makes assignments as required and relies upon the Cook to carry out the assignments in accordance with established procedures. Is able to follow verbal and written instructions of the School Lunch Manager and do related work as required.

DESCRIPTION OF WORK AND DUTIES:

Evaluation and Supervision: Supervises the activities of the Food Service Helpers who assist in preparing, portioning, and serving meals according to menus and in quantities sufficient for the students and staff to be served.

Records and Reports:

1. Assists the School Lunch Manager as necessary in the preparation of the reports and records.
2. Assists in the keeping of records such as cash receipts perpetual inventory, and food production.
3. Keeps and submits payroll records to the School Business Administrator.

Communications with Other Groups: Works effectively and cooperatively with all community and district groups using the district facilities.

Cafeteria

1. Obtains supplies from storerooms as needed.
2. Prepares main dishes, soups, vegetables, etc. as required. Helps make sandwiches, salads, desserts, rolls, etc. as assigned.
3. Confers with Manager on the amount to be prepared.
4. Helps in counter set-up and service.
5. Checks temperature, flavor; and texture of food before serving.
6. Checks and replenishes supplies of food between serving lines.
7. Puts away leftovers and confers with Manager on their use.
8. Cleans equipment after use.
9. Assists in other cleaning activities whenever and wherever needed.
10. Checks menu ahead and lays out frozen foods to defrost or make any other advance preparations needed. Too early preparation, however, must be avoided. Care and careful planning should be taken to insure preparation of sufficient amounts needed but over-production is wasteful.

11. Leaves the kitchen clean and in good order when leaving.
12. Operates and cares for kitchen equipment requiring attention to safety such as steam kettles and slicers.

ADMINISTRATION AND MANAGERIAL DUTIES AND FUNCTIONS:

1. The School Lunch Manager requires incumbent to carry out assignments in accordance with established procedures and policies.
2. Keeps the School Lunch Manager informed of any unusual occurrences that may involve further complications.
3. Participates in the district's School Lunch evaluation program.
4. Performs other duties as may be assigned by the School Lunch Manager.

PERSONAL REQUIREMENTS:

Good knowledge of the proper methods for preparing and serving quality food in large quantities and for storing and preserving food; good knowledge of the proper care and operation of kitchen utensils, equipment, and appliances; good knowledge of the principles of nutrition and a balanced diet; good knowledge of the sanitary and safety principles and practices applicable to food production and serving; working knowledge of the use and application of cleaning supplies for appliances, equipment, -and food preparation and serving areas; ability to plan, assign, and review the work-of others; ability to follow menus and recipes and simple oral and written directions; ability to prepare, serve, preserve, and store food with proper regard to sanitary and safety. principles; ability to plan and prepare menus; ability to work under time constraints and to meet food production schedules; ability to deal effectively with students, faculty and staff; recordkeeping ability; willingness to work in a kitchen; health commensurate with the demands of the position.

Possesses even temperament and ability to comprehend and carry out the objectives of the position in a way conducive to good personal relationships. Also possesses good judgment, good moral character, personal cleanliness, is courteous, neat, cooperative, tactful, dependable, honest and loyal.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of a high school equivalency diploma.
2. Two (2) years of full-time or its part-time equivalent paid work experience in the preparation of food on a large scale.
3. Knowledge of FDA requirements.
4. Knowledge of quantity food preparation, usage and care of institutional equipment necessary in performing duties.