



JOB DESCRIPTION

Cook

- JOB TITLE:** Cook
- REPORTS TO:** Food Service Director
- JOB GOAL:** To provide students with nutritious meals.
- TERM OF EMPLOYMENT:** 9 months
- EVALUATION:** Annually-based on job performance, effort, and enthusiasm.

ESSENTIAL FUNCTIONS:

- A. To work with the Food Service Director to improve the efficiency, effectiveness and safety of the Food Service Department.
1. Attend classes, conventions, meeting & etc. for the betterment of the lunch program.
 2. Maintain safety and cleanliness standards in compliance with state and federal regulations.
 3. Insure quality of prepared food including taste, smell and appearance.
- B. To perform jobs associated with preparing and serving food.
1. Assist in the preparation of the daily menu.
 2. Operate kitchen equipment necessary in the food preparation.
 3. Transfer necessary food items to the high school.
 4. Serve prepared food to students and staff.
 5. Clean kitchen area once serve is completed.
- C. To be responsible for duties other than those listed as may be assigned by the Food Service Director.

PHYSICAL REQUIRMENTS:	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing				X
b. Walking			X	
c. Sitting		X		
d. Bending/Stooping			X	
e. Reaching/Pushing/Pulling			X	
f. Climbing		X		
g. Driving		X		
h. Lifting (45 lbs. max)			X	
i. Carrying (75 ft.)			X	
j. Telephone		X		
k. Computer			X	

OTHER REQUIREMENTS (Intellectual, Sensory):

- Ability to display both persuasiveness and patience when working with others.
- Ability to judge food quality by sight, taste and smell.
- Ability to cope with deadlines.
- Ability to maintain emotional stability during periods of stress.
- Communication and organizational skills
- Knowledge of kitchen equipment.
- Manual dexterity with hands – operate various utensils and equipment.
- Ability to understand that students are our products.

WORKING CONDITIONS:

A. Inside Outside Both

B.

Climatic Environment	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

C.

NOISE LEVEL:

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
	Quiet (Examples: library, private office)
X	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

D. HAZARDS:

- Working with electrical appliances and equipment.
- Back injury from improper lifting.
- Burns from stoves/ovens.
- Repetitive motion.

RECEIPT & VERIFICATION

The undersigned hereby acknowledges receipt of a copy of the Cook Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

Signature

Date