

POSITION DESCRIPTION

TITLE:	Cook	SUPERVISOR:	Director of Food Service
DEPARTMENT:	Food Service	CLASSIFICATION:	Support Staff

I. Accountability Objectives:

The Cook demonstrates professional behavior and promotes positive relations with students, parents, staff, and others to build customer support for the school food service program. The Cook organizes and schedules tasks so that students are served nutritious, safe, and aesthetically pleasing meals in a timely manner. The Cook follows school, state, and federal policies and procedures to assure funding is maintained and problems are avoided. The Cook promotes healthful eating for students. The Cook maintains a clean, safe work environment by following Hazard Analysis Critical Control Point (HACCP) and other sanitation principles in food handling and equipment use.

II. Position Characteristics:

Salary: Per Employee Handbook Wage Schedule

Length of Contract: 180 Days

Work Day: Varies

III. Position Relationships:

Reports to: Director of Food Service

Coordinates with: Director of food service, building principal, building staff

IV. Position Qualifications:

A. Required Qualifications:

1. High School diploma or GED equivalent.
2. Basic mathematics, communication, and computer skills.
3. Food preparation experience or training.
4. Prior ServSafe Certification and/or current Wisconsin Food Manager Certification, or completed during probation.

B. Desired Qualifications:

1. Recent work experience including application of principles of quantity food production and food safety.

C. Special Requirements:

1. Ability to plan and organize workload
2. Ability to work independently with minimal supervision.
3. Ability to apply the principles of quantity food production and food safety.
4. Ability to communicate effectively and professionally with students, parents, teachers, principals, and co-workers.
5. Ability to accurately count and record food items, inventory, and paper/computerized food production records.
6. Ability to apply principles of quantity food production including batch cooking, safe food handling, and HACCP.

D. Environmental/Physical Requirements

1. Ability to lift up to 50 pounds, carry 50 pounds, and push/pull 35 pounds of force.
2. Ability to stand and work on hard surfaces.
3. Ability to adapt to changes in room temperatures.
4. Ability to work in the presence of loud background noise.

V. Position Responsibilities:

- A. Follows established portion control measures to control food costs and assure compliance with United States Department of Agriculture (USDA) requirements.
- B. Utilizes work simplification techniques for effective use of time. Completes work assignments in a timely manner.
- C. Follows standards of safety in preparing, storing, and serving food. Follows food preparation directions and HACCP regarding time and temperature. Food temperatures are recorded when food is prepared and served. Follows Wisconsin Food Code and HACCP protocol.
- D. Maintains a clean and sanitary work station. Establishes a schedule and follows standard procedures for cleaning equipment, utensils, and work area. Follows procedures to maintain effective insect and rodent control.
- E. Maintains high standards of personal hygiene. Follows hand washing protocol. Practices standards of dress, including shirts with sleeves, closed toe shoes, hair restraint, apron, and wearing of single use gloves when handling food. Complies with Wisconsin Food Code and HACCP protocol.
- F. Operates all equipment according to manufacturer's directions with emphasis given to safety guidelines. Notifies kitchen manager of any malfunction, damage, or loss of equipment. Checks hot holding equipment, ovens, microwaves, and milk service unit to make sure equipment is empty before turning on. Ensures hot holding equipment, ovens, microwaves, and milk service unit are empty and turned off before leaving for the day.
- G. Demonstrates knowledge of actions to take in case of a fire or disaster. Knows location and use of fire extinguisher.
- H. Attends job related training classes and workshops. Applies knowledge and/or skills obtained in performing job.
- I. Performs all other duties as assigned.