

Chequamegon School District
Job Description –Cook

Job Title: Cook
Department: Chequamegon School District
Reports to: Food Services Supervisor
Workers Supervised: None

Position Summary: Prepare and cook large quantities of food for school institutions, demonstrates knowledge in food preparation, storage, preparation, service and sanitation.

Qualifications

Education: Prefer a high school diploma or GED. Must be able to read, write, and understand English and have the ability to perform basic arithmetic. Must be willing to attend courses which will assure continuous professional growth and self development.

Experience: Experience in food service preparation. Demonstrates aptitude for food service preparation tasks, including computation, supply and order.

AODA Statement: The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the district.

Essential Job Functions/Tasks

1. Prepare and distribute food which meets all requirements for the required school lunch program.
2. Clean and inspect food equipment, kitchen appliances, and work areas to ensure cleanliness and functional operation following the Food Safety Plan.
3. Apportion and serve food to students, faculty, and visitors.
4. Cook food according to menus, special dietary or nutritional restrictions, or numbers of portions to be served.
5. Cook according to Standard Operating Procedures.
6. Follow Hazard Analysis Critical Control Point regulation, in the use of food to ensure that proper procedures are followed.
7. Wash pots, pans, dishes, utensils, and other cooking equipment.
8. Bake breads, rolls, and other pastries.
9. Assist in the training of new employees.

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10. Checks equipment and cooking area often to make sure safety and sanitation requirements are maintained within the Food Safety Plan; reporting any repair or maintenance needs to the food services supervisor.

Essential Requirements

Service Orientation – Actively looking for ways to help people. Must be able to work with children ages 3-21 years of age.

Coordination – Adjusting actions in relation to others’ actions.

Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Speaking - Talking to others to convey information effectively.

Social Perceptiveness- Being aware of others’ reactions and understanding why they react as they do.

Time Management - Managing one’s own time.

Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.

Knowledge

Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Production and Processing – Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Sales and Marketing – Knowledge of principles and methods for showing and promoting food products or services. This includes market strategy, tactics, and product.

English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

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Competencies

Reading Comprehension – Understanding written sentences and paragraphs in work related documents.

Instructing – Teaching others how to do something.

Learning Strategies – Selecting and using training/instructional method and procedures appropriate for the situation when learning or teaching new things.

Mathematics – Using mathematics to solve problems.

Computer Skills – Using computers and software, and web-based applications.

Working Conditions

- Position involves frequent skin exposure to cleaning detergents, solvents, water, steam, and heat.
 - Position involves repetitious lifting (minimum of 20 pounds).
 - Position involves considerable bending, standing, and reaching.
 - Position involves large volumes of noise.
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The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and non-essential job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Approval:

Employee

Date

Manager

Date