

POSITION DESCRIPTION

TITLE:	First Cook – Production Kitchen	SUPERVISOR:	Production Kitchen Manager
DEPARTMENT:	Food and Nutrition Department	CLASSIFICATION:	Food and Nutrition Bargaining Unit

I. **Accountability Objectives:**

The First Cook demonstrates professional behavior and promotes positive relationships with students, parents, staff, and others to build customer support for school food service programs. Production kitchens are responsible for the receiving, storing, organizing, and distributing food and supply items to the satellite kitchens. The First Cook has the lead responsibility for coordinating the timely preparation, packaging and distribution of foods to the satellite kitchens. This includes organizing work load to assure advanced thawing and pre-preparation of foods for future meals in accordance with Hazard Analysis Critical Control Points (HACCP) and state and local food codes. The First Cook must cooperate with other staff to assure efficient use of time and resources. The First Cook follows the daily food production schedule to assure correct quantities of food are prepared and sent to each satellite school. In addition to food production for satellites, the First Cook is responsible for entrée preparation at the production school site. The First Cook follows HACCP standardized recipes, and portion control measures to assure the amounts of food produced meet customer needs and menu nutritional goals as planned. The First Cook uses food production techniques that conserve nutrients, preserve flavor, and enhance appearance. The First Cook develops and follows HACCP principles to assure safe preparation and storage of food and supplies. The First Cook works collaboratively with the Kitchen Manager to develop new recipes, test food products, and implement procedures which assure high quality food is being produced and served.

II. **Position Characteristics:**

Salary: Hourly, on schedule
Length of Contract: 60-75 hours per pay period

III. **Position Relationships:**

Reports to: Production Kitchen Manager

IV. **Position Qualifications:**

A. Required Qualifications:

1. High school diploma or equivalent.
2. Basic mathematics, communication, and computer skills.
3. Pass ECASD food service computer skills test or complete the district sponsored basic computer skills class.
4. ServSafe Certification and/or current Wisconsin Food Manager Certification.
5. Demonstrates knowledge of the principles of quantity food production.
6. Successful completion of District written First Cook exam.
7. Minimum of one-year experience in quantity food production.
8. Successful completion of a 35-hour in-house training program.
9. Ability to operate all types of quantity food service equipment with demonstrated competency on a minimum of five (5) pieces of production equipment.
10. Pass a physical examination that will require lifting 50 pounds, carrying 50 pounds, and pushing/pulling 95 pounds of force.
11. Ability to accurately count, record, and maintain inventory, HACCP and food production records.

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B. Special Requirements of the Position:

1. Ability to plan and organize workload.
2. Ability to work independently with minimal supervision.
3. Ability to apply principles of quantity cooking, including safe food handling, batch cooking and HACCP.
4. Ability to accurately weigh and measure ingredients.
5. Ability to accurately count and record food items on inventory forms, food production worksheets, and satellite distribution slips. Ability to record time/temperature information. Computerize data entry as required.

C. Environmental/Physical Requirements:

1. Ability to lift 50 pounds, carry 50 pounds, and push and pull 95 pounds of force.
2. Ability to stand/walk on hard floors.
3. Ability to adapt to changes in room temperature.
4. Ability to work in the presence of loud background noise.

V. **Position Responsibilities:**

- A. Follows production schedule for quantities of food to be prepared. Plans food production to meet satellite delivery and building meal service schedules.
- B. Follows standardized recipes and portion control techniques necessary to assure the United States Department of Agriculture (USDA) required portions are produced for the number of meals to be served. Applies principles of batch cooking to assure optimum food quality and preparation of correct amounts of food needed. Records amounts prepared and leftover waste items on production sheet and/or enters into computer food production software. Uses records to forecast future needs and minimize waste.
- C. Demonstrates ability to convert recipes and ingredient quantities.
- D. Utilizes work simplification techniques for effective use of time. Completes work assignments in a timely manner.
- E. Maintains high standards of food quality and appearance. Follows food preparation directions and HACCP regarding time and temperature. Uses cooking methods to preserve nutrient content. Arranges food attractively in serving containers.
- F. Follows Wisconsin Food Code and develops and follows HACCP procedures and corrective action plans to assure food safety in the receiving, preparing, transporting, serving and storing of food. Foods must be held either below 41 degrees or above 135F. Follows first in, first out procedures to assure rotation of stock. Follows bio-security measures as developed for the production kitchen.
- G. Maintains a clean and sanitary workstation. Establishes a schedule and follows standard procedures for cleaning equipment, utensils, and work area. Follows procedures to maintain effective insect and rodent control.
- H. Maintains high standards of personal hygiene. Follows hand washing protocol. Practices appropriate 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.
- I. 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, steamers, and microwaves to make sure equipment is empty before turning on. Ensures hot holding equipment, steamers, ovens, and microwaves are empty and turned off before leaving for the day.
- J. Self-administers basic kitchen first aid. Immediately reports all accidents to Kitchen Manager and completes ECASD Employee Incident Report Form.
- K. Demonstrates knowledge of actions to take in case of a fire or disaster. Knows location and use of fire extinguisher.

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- L. Controls food and supply inventory, including completing physical inventory as required, dating and rotating stock. Follows first in, first out procedures to assure rotation of stock. Dates and labels all food.
- M. Attends job related training classes and workshops. Applies knowledge and skills obtained in performing job.
- N. Participates in menu planning, HACCP, and food taste-testing meetings.
- O. Promotes healthful eating, a positive food service image, and good customer relations.
- P. Practices energy conservation techniques.
- Q. Performs all other duties as assigned.

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