



JOB DESCRIPTION

Job Title	First Cook
Department	Food & Nutrition Department
Reports To	Kitchen Manager
Classification	Food & Nutrition Bargaining Unit
Location	Production Kitchen
Salary	Hourly, on schedule
Length of Contract	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The First Cook has the lead responsibility for coordinating the timely preparation, packaging and distribution of foods to the satellite kitchens. This includes organizing workload and following the daily food production schedule. In addition to food production for satellites, the First Cook is responsible for entrée preparation at the production school site. 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.

Essential Job Functions

- Follows production schedule for quantities of food to be prepared.
- Plans food production to meet satellite delivery and building meal service schedules.
- 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.
- 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.
- work assignments in a timely manner.
- Follows all Hazard Analysis Critical Control Points (HACCP) and District procedures for date marking, labeling, storing, and food handling.
- 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.
- 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.

- Maintains high standards of personal hygiene, and follows dress code, glove, and hand washing protocol.
- 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.
- Controls food and supply inventory, including completing inventory as required, dating and rotating stock.
- planning, HACCP, and food taste-testing meetings.
- Promotes healthful eating, a positive food service image, and good customer relations.
- Performs all other duties as assigned.

Ancillary Job Functions

- Attends job-related training classes and workshops.
- duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Minimum of one year of food preparation experience or training.
- Must have ServSafe Certification and/or current Wisconsin Food Manager Certification, or must complete during probation period upon hire.
- Must pass ECASD food service computer skills test or complete the district sponsored basic computer skills class.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Associate degree in Food Service.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to plan and organize workload.
- Demonstrates ability to convert recipes and ingredient quantities.
- Ability to work independently with minimal supervision.
- Ability to apply principles of quantity food production and food safety.
- Ability to communicate effectively and professionally with students, parents, teachers, principals, and coworkers.
- Ability to work collaboratively in a team environment.

- Ability to handle cash, make correct change, and count money accurately.
- Ability to plan and organize workload.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May be exposed to wet/humid conditions, extreme temperatures, oils, moving mechanical parts, or potentially hazardous or cancer-causing agents/chemicals.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to frequently talk/listen, grasp, push, reach, stoop/kneel/crouch, and use repetitive wrist/hand/finger movement.
- Must be able to regularly operate mechanical equipment.
- Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors.
- May be required to lift up to 50 pounds.
- Must be able to stand/walk regularly.
- Regular attendance is an essential and required part of this position.