

## POSITION DESCRIPTION

<b>TITLE:</b>	First Cook – Summer Food Service Program	<b>SUPERVISOR:</b>	Director of Food and Nutrition
<b>DEPARTMENT:</b>	Food and Nutrition Department	<b>CLASSIFICATION:</b>	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. The First Cook – Summer Food Service Program (SFSP) is responsible for completing the production forecasting of menu items to be served; completing weekly inventory; planning daily production schedule; preparing and serving daily meals; dishwashing and cleaning work area; completing point of service meal records; and submitting weekly requisitions/orders for milk, bread and groceries. The First Cook follows state and local food safety and sanitation protocol and Hazard Analysis Critical Control Points (HACCP). The First Cook uses food production techniques that conserve nutrients, preserve flavor, and enhance appearance. The First Cook- SFSP works cooperatively with the building Summer Program Coordinator and designated Food and Nutrition Program staff to assure all eligible children receive safe, nutritious meals meeting the United States Department of Agriculture (USDA) Summer Feeding Program guidelines.

**II. Position Characteristics:**

Salary: Hours, on schedule  
Length of Contract: 44 hours per pay period

**III. Position Relationships:**

Reports to: Director of Food and Nutrition

**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. Demonstrated knowledge of the principles of quantity cooking.
6. Successful completion of district written First Cook exam.
7. Minimum of one year quantity food production experience.
8. Successful completion of a 35 hour in-house training program.
9. Ability to operate convection ovens, dish machine, commercial microwave, meat slicer, hot holding cart, and serving units.
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.

B. Special Requirements of the Position

1. Knowledge of SFSP requirements and attendance at SFSP training session.
2. Ability to plan and organize workload.
3. Ability to work independently with minimal supervision.
4. Ability to apply principles of quantity cooking, including safe food handling and HACCP.
5. Ability to accurately weigh and measure ingredients.
6. Ability to accurately count and record food items on inventory forms, food production worksheets, and point of service records. Ability to record time/temperature information. Computerize data entry as required.

## POSITION DESCRIPTION

### C. Environmental/Physical Requirements

1. Ability to lift 50 pounds, carry 50 pounds, and push/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 the pre-planned SFSP menus to prepare and serve breakfast and lunch each day. Understands and applies the SFSP meal regulations to assure compliance. Follows a pre-established schedule and completes work with minimal supervision.
- B. Monitors milk, bread and grocery inventory to maintain desired stock level of products needed to produce the quantity of each menu item on the daily menu. Uses portion control techniques to assure correct portions are served. Orders milk and bread weekly.
- C. Records amounts prepared and leftover waste items on production sheets and/or enters into computer food production software. Utilizes prior meal service records to forecast future meal production requirements and minimize waste. Places food and supply requisitions/orders according to pre-determined schedule.
- D. Utilizes work simplification techniques for effective use of time.
- E. Maintains high standards of food quality and appearance. Follows food preparation directions and HACCP regarding time and temperature. Uses nutrient conserving cooking methods. Arranges food attractively in serving containers.
- F. Follows all food safety and sanitation requirements according to the Wisconsin Food Code and HACCP protocol and corrective action plans to assure safety in the receiving, preparing, transporting, serving, and storing of food. Records food temperatures during food preparation and service. Takes corrective action as necessary. Foods are held either below 41 F or above 135 F. Dates and labels all foods. Follows first in, first out procedures to assure rotation of stock.
- G. Operates all equipment according to manufacturer's directions with particular emphasis given to safety guidelines. Notifies District office of any malfunction, damage or loss of equipment. Checks hot holding equipment, ovens, and microwaves to make sure equipment is empty before turning on. Ensures hot holding equipment, ovens, and microwaves are empty and turned off before leaving for the day.
- H. Maintains a clean and sanitary work station. Follows District and HACCP guidelines for cleaning equipment, utensils, and work area. Follows District procedures to maintain effective insect and rodent control.
- I. 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 which assure compliance with Wisconsin Food Code and HACCP protocol.
- J. Self-administers basic kitchen first aid. Immediately reports all accidents to Food and Nutrition Director 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.
- L. Promotes healthful eating habits, a positive food service image and good customer relations.
- M. Attends job related training classes and workshops. Applies knowledge and/or skills obtained in performing the job.
- N. Practices energy conversation techniques.
- O. Performs all other duties as assigned.

---

*Eau Claire Area School District*

*500 Main Street, Eau Claire, Wisconsin 54701, (715) 852-3000 Fax (715) 852-3004*

*New: 04/2003*

*Revised: 04/2005, 10/2009*

*Location: R:\Position Descriptions\F&NF\First Cook - Summer Feeding Program.doc*