



JOB DESCRIPTION

Job Title	Cook
Department	Food & Nutrition Department
Reports To	Kitchen Manager
Classification	Food & Nutrition
Location	Pre-K-12 Building
Salary	Hourly, on schedule
Length of Contract	On Schedule

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 Cook is responsible for the daily operation of the kitchen, including food preparation, maintaining computerized meal/milk accounts, receiving money, preparing the bank deposit and verifying meal accountability at point of service. The Cook organizes and schedules tasks so that students are served nutritious, save, and aesthetically pleasing meals in a timely manner, and maintains a clean, safe work environment

Essential Job Functions

- Handles all aspects of the site-based computerized meal accounting system, including receipt of student money into the computer and entering vending machine and catering money, operating cash register on the serving line, monitoring meal accountability at point of service, counting all register cash drawers and cash box to match “starting” cash, generating computer reports, preparing bank deposit, running student account histories as needed and assuring cash is secure.
- Follows work schedule established by the Kitchen Manager. Integrates assigned food preparation, serving line set up, and/or cleaning tasks with point of service and computer responsibilities.
- Maintains high standards of food quality and appearance.
- Follows established portion control measures to control food costs and assures compliance with United States Department of Agriculture (USDA) requirements at the point of service.
- Completes work assignments in a timely manner.
- Follows standards of safety in receiving, preparing, serving, cooling, and storing food. Complies with Wisconsin Food Code and Hazard Analysis Critical Control Points (HACCP) protocol.
- Maintains a clean and sanitary work station. Follows established schedule and 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, 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.
- Controls food and supply inventory, including completing physical inventory as required, and dating and rotating stock. Dates and labels all food for storage according to HACCP protocol.

Ancillary Job Functions

- Attends job-related training classes and workshops.
- Performs other related 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.
- 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 district 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.

- Previous food preparation experience in a commercial kitchen.
- Experience working with school-age children.

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

- Good time management skills.
- Ability to work collaboratively in a team environment.
- 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 handle cash, make correct change, and count money accurately.

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 stand/walk regularly.
- 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.
- Regular attendance is an essential and required part of this position.