

## Sheepscot Valley Regional School Unit 12

### COOK – JOB DESCRIPTION

#### REQUIRED QUALIFICATIONS:

1. High School diploma, GED or willingness to complete a high school diploma program.
2. Computer skills
3. Excellent communication skills
4. Strong organizational skills
5. Appropriate Department of Education Authorization

#### DESIRED QUALIFICATIONS:

1. Previous food service experience preferred.
2. Must be able to read and write, and to follow written and verbal recipes and instructions.
3. Must demonstrate good personal hygiene.
4. Ability to operate a cash register and make change.
5. Ability to do simple calculations, divide, multiply, add, subtract, and count.
6. Ability to work independently and as a member of a team.
7. Ability to multi-task.
8. Ability to maintain effective and appropriate relationships with students, parents and all school department staff.

**REPORTS TO:** Head Cook, Director School Nutrition and/or Principal or Designee

**JOB GOAL:** To support management of the assigned school nutrition program, under general supervision of the Head Cook, Director of School Nutrition and/or school principal, as an integral part of the overall school environment while meeting students' preferences and nutritional needs, as well as program requirements, in an atmosphere of cheerfulness and personal caring.

#### PERFORMANCE RESPONSIBILITIES:

1. Prepares and serves food, and cleans food service facility as instructed by the Head Cook.
2. Follows proper sanitation procedures in food preparation, use and care of equipment, personal hygiene, and personal habits; assuring that sanitation standards are met at all times.
3. Follows standards of safety in preparing, storing, and serving food.
4. Assures that the quality of foods prepared and served meet program standards as well as student preferences.
5. Maintains required forms and records as assigned by the Food Service Manager.
6. Participates in implementing cost containment measures while maintaining quality in Food Service.

7. Attends job-related training classes, workshops and meetings.
8. Practices safe work methods, assists in keeping work areas and equipment in safe operating condition, and promptly notifies supervisor of any safety hazardous conditions.
9. Ability to complete assigned tasks within allocated time limits.
10. Promotion of special school and community activities consistent with Board of Education policies.
11. Maintains the school food service program in accordance with federal, state and local requirements.
12. Performs such other related duties and responsibilities as may be assigned.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of student educational and personal life.
2. Demonstrates a respect for the legal and human rights of students, staff, parents, School Board, and other community members.
3. Follows health and safety procedures established by the School Department.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage needs.
5. Demonstrates dependability, integrity, and other ethical standards.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal, written or demonstrated instructions.
2. Physical ability to perform all necessary duties and responsibilities.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**TERMS OF EMPLOYMENT:** As specified by contract and clarified by individual letters of employment

**EVALUATION:** Performance of this job will be evaluated in accordance with the responsibilities listed in this document.

(Adopted Revision by SVRSU Board April 13, 2017)