

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	School Nutrition Professional, Cook				
Department:	Cafeteria Services				
Reports to:	School Nutrition Professional, Kitchen Coordinator				
Supervises:	School Nutrition Professional				
Description of job:					
SUMMARY OF RESPONSIBILITIES:					
To prepare foods to serve the students attractive and nutritious meals in an efficient, clean and cheerful atmosphere. Follow the National School Lunch Program guidelines.					
RESPONSIBILITIES:					
To perform this job successfully, an individual must be able to perform each of the below noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
<ol style="list-style-type: none"> 1. To prepare and cook food and serve meals in an approved unit of the School Lunch Program 2. To assist staff in the cleaning of the kitchen, lunchroom, equipment and utensils. 3. Checks the quality and quantity of foods being shipped to satellite schools 4. Assists the School Nutrition Professional, Senior Cook and/or School Nutrition Professional, Kitchen Coordinator in estimating quantities of foods to be ordered and prepared. 5. Keeps necessary production records of use, waste, and adjusts amounts for future production. 6. Maintains the highest standards of safety and cleanliness based on the RIDOH Food Code. 7. When operating equipment please follow all safety guidelines and procedures. Please immediately report any equipment damage, mal function or concerns to school nutrition professional-cook, school nutrition professional-sr. cook, school nutrition professional-kitchen coordinator and/or food service manager. 8. Responsible for securing all kitchen equipment and kitchen areas before leaving the kitchen premises daily. 9. To do work as required assigned by the School Nutrition Professional, Kitchen Coordinator and/or Food Service Manager. 					
Protective Personal Equipment:		Gloves, hair restraints, slip resistant shoes and aprons			
Classification:	Sedentary:	Light:	Medium: X	Heavy:	Very Heavy:
<i>Classification Key:</i>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i>					
<i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i>					
<i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i>					
<i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i>					
Driving Requirements:		None: X		Manual: Automatic:	

Work Environment			
Floor Surface:	Poured rubber surface or tile		
Inside:	100%	Outside:	
Lighting:	Incandescent or fluorescent		
Vibration:	n/a		

North Kingstown School Department

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.			X			
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Maximum weight carried: up to 50 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.		X	X			
20 – 35 lbs.		X				
35 – 50 lbs.		X				

PUSHING/PULLING						
Maximum push/pull: 100 LBS.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			Food on cart
10 – 20 lbs.			X			Food on cart
20 – 60 lbs.		X				Food on cart
60 -100 lbs.		X				Food on cart

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting		X			
Standing				X	
Walking				X	
Bending			X		
Twisting			X		
Crawling		X			
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping				X	
Pinching			X		
Manual Dexterity		X			
Fine Dexterity					

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

North Kingstown School Department

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Education and/or Experience:

High School graduate or general equivalency diploma. Demonstrated aptitude for successful performance of the tasks listed as gained through allied occupation or employment.

License/Certificate/Certification:

Food Safety Certification required or obtain when 1st available class is offered.

Technological and/or Technical Skills:

Basic computer knowledge and ability to place orders to vendors.

Communication Skills:

Capability of responding simultaneously to a variety of needs for students, staff and peers while maintaining a high degree of sensitivity to individual needs.

Planning Skills:

Ability to prioritize needs and respond to requests in a timely organized fashion.

Interpersonal and Problem solving skills:

Ability to interact with students, staff and members of the community in a professional respectful and positive manner. Ability to effectively handle issues utilizing a personable problem solving approach.

Terms of Employment:

Per North Kingstown Educational Support Professionals Contract

Evaluation:

Performance of this job will be evaluated in accordance with the North Kingstown Educational Support Professionals Contract.

Date: 1/2016