

SCHOOL CAFETERIA COOK JOB DESCRIPTION

Tioga Public School District kitchen staffs are responsible to offer high quality nutritious meals at an affordable cost to the district. It is important that while we consider what children like and don't like to eat, we will continue to utilize proper nutrition. The immediate supervisor is the head cook/superintendent. The role of school cafeteria cook is to also provide a pleasant experience.

Responsibilities:

1. Prepare meals that follow state directives defining a Type "A" lunch. All students will be governed by the "Offer vs. Serve" program; they only need to take three out of the five basic foods.
2. Read correspondence from the Department of Public Instruction regarding program.
3. All lunch room personnel shall attend the annual cook's workshop. If for some reason someone can't attend, the superintendent needs to be notified.
4. Follow through and complete all required training and provide documentation to the superintendent.
5. Follow the purchasing and ordering guidelines that the business manager/superintendent have established.
6. Sign all sales or deliver slips and turn in to the respective office.
7. Utilize proper procedures to minimize food waste concerning refrigeration, using oldest food items first, and proper preparation amounts of food for students and adults.
8. Do not prepare extra food for the staff workroom. In the case of an unplanned low meal count, extras may be given to staff members, but this should be the exception and not the norm.
9. Prepare food from "scratch," using commodities as much as possible versus buying convenience foods.
10. The kitchen, cafeteria, and adjoining storerooms must be clean at all times. All cooks will assist with keeping the area clean and neat.
11. Follow the directives of the Head Cook.
12. Cooperate with health inspections and DPI personnel.
13. Before purchasing equipment, check with the superintendent for approval.
14. Leave all leftover food at school. Never take any commodities home. If for some reason the refrigeration and/or freezers are not working, obtain permission from the superintendent, document what is being taken and ask another person to check and sign-off on it, and when bringing commodities back, ask another person to check that everything is returned. This is for your protection.
15. Work as a team member in assigned building and be receptive to helping in the other building.
16. When appropriate, report student-created problems to the building principal and/or superintendent.

17. Take initiative and pride in daily work.
18. Assist staff members when help is needed in a friendly, timely manner.
19. Maintain a friendly, positive, respectful demeanor with students, staff, and parents.

End of Tioga PSD #15 Administrative Regulation DBCB-AR5.....Reviewed/Revised: 09/25/2017