

## **SOUTH FORK UNION SCHOOL DISTRICT**

### **CLASSIFIED JOB DESCRIPTION**

#### **COOK**

##### **JOB SUMMARY**

Under general supervision, does food preparation, serves and distributes food, does general cleaning of the kitchen area, and any related work as required.

##### **REQUIRED QUALIFICATIONS:**

###### **KNOWLEDGE OF:**

Basic cleaning methods, procedures, and techniques; Cleaning materials, supplies, and equipment; Safe working methods and procedures; Safe food handling practices and techniques.

###### **ABILITY TO:**

Perform food preparation; Operate kitchen equipment including dish machine, convection ovens, 30 qt. mixer, and slicer; Efficiently and effectively use cleaning materials, supplies, and equipment; Understand and carryout oral and written directions; Work independently in the absence of supervision.

###### **EXPERIENCE:**

General practical experience in food preparation and distribution.

###### **EDUCATION:**

Equivalent of completion of the twelfth grade.

##### **ESSENTIAL FUNCTIONS:**

1. Prepares desserts, pastries, salads, sandwiches, and other food.
2. Prepares and/or assists in baking and preparing meat dishes and other main dishes.
3. Accurately measures food quantity amounts for serving line.
4. Helps check recipes for accuracy in quantity and content.
5. Set up serving line to operate smoothly and efficiently.
6. Serve food following child nutrition guidelines for serving sizes for age groups and meeting all requirements daily and weekly.
7. Operates dish machine for cleaning of all kitchen and serving equipment including lunch trays.
8. Assists in cleaning and storing cafeteria equipment and food supplies.
9. Checks daily all freezer and refrigerator temperatures for required operating range.
10. Works with custodial and maintenance staffs in maintenance and operation of the kitchen and equipment.

11. Notifies appropriate personnel of suspected maintenance needs.
12. Completes work orders for repairs and maintenance of kitchen equipment, freezers, and refrigerators.
13. Ensures meals are on time and in correct quantities;
14. Serve food to students;
15. Clean-up food preparation area;
16. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

1. Seldom = Less than 25 percent
2. Occasional = 25 – 50 percent
3. Often = 51 – 75 percent
4. Very frequent = 76 percent and above

- 1   a. Ability to work at a desk, conference table or in meetings of various configurations;
- 4   b. Ability to stand for extended periods of time.
- 3   c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- 4   d. Ability to hear and understand speech at normal levels.
- 4   e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4   f. Ability to bend and twist, stoop, kneel, push and pull.
- 2   g. Ability to stir.
- 1   h. Ability to lift and carry 50 lbs.
- 4   i. Ability to reach in all directions.

**OTHER RELATED FUNCTIONS OF THIS POSITION:**

1. Other related duties as assigned.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized representative: \_\_\_\_\_

Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.