Iditarod Area School District

JOB DESCRIPTION

Cook

TITLE: Cook

REPORTS TO: Site Principal/Teacher

SUPERVISES: Not Applicable

LOCATION: School Site

DURATION: Exempt, Part-time position, up to 10 months per year.

QUALIFICATIONS:

1. Must be at least 18 years’ old
2. Must be a High School Graduate or have a GED
3. Must hold a valid ServSafe Food Protection Manager Certification; OR AK State Food Worker Card until ServSafe certification; OR willing to take the course upon hire AND pass the test before beginning work in the kitchen.
4. Ability to follow written and verbal instructions
5. Ability to complete daily paperwork, with some use of technology
6. Knowledge of food preparation, food storage, sanitation and personal hygiene
7. Knowledge of the five food groups
8. Ability to operate kitchen equipment required

QUALIFICATIONS PREFERRED:

1. Education, training, or experience in a food service setting
2. Knowledge of the National School Lunch Program (NSLP) or an equivalent program

JOB GOAL: To serve students meals that meet National School Lunch Program requirements while implementing the District Food Service Program.

INITIAL DUTIES:

1. Prepare meals daily following district guidelines; menus, recipes, portion sizes, and daily production records.
2. Serves the proper serving sizes to meet the necessary requirements with regard to the ages of those served per production records.
3. Records all meals served as required by state standards on the daily Point of Service.
4. Completes program paperwork as required; daily, weekly, monthly, quarterly, and bi-annually, by Food Service Coordinator.
5. Maintains food inventory and prepares food orders quarterly and as needed.
6. Implements District HACCP plan and maintains Daily HACCP Logs.
7. Maintains a clean and safe working area using sanitation and safety guidelines.
8. Daily washing and sterilizing of dishes, silverware, and utensils.
9. Regular cleaning of kitchen equipment
10. Completes beginning of the year, mid-year, and end of the year deep cleaning lists.
11. Completes monthly and annual training requirements of the NSLP.
12. Follow district policies.

EVALUATION: Not less than once yearly in accordance to district policy.