

Casey-Westfield School District C-4 Job Description

JOB TITLE:	Cook
DEPARTMENT:	Food Service
LOCATION:	Kitchen
REPORTS TO:	Head Cook and Building Principal
EVALUATION:	Evaluation will be conducted by the Head Cook and Building Principal
EMPLOYMENT:	One hundred seventy-two (172) pupil attendance days, one (1) preparation day, plus eleven (11) holidays for a total of one hundred eighty-five (185) days. Two (2) to six (6) hours per day.
VACATION:	None
APPROVED:	August 18, 2003

SUMMARY: To assist in the preparation and service of quality food to students in a quick and pleasant manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES . *Other duties may be assigned.*

- Performs food distribution duties.
 - Responsible for food trays being filled with ample quantities of food.
 - Responsible during meal service for self-service foods being replenished regularly.
- Performs food environment duties.
 - Assists with the daily cleaning of all kitchen equipment to ensure cleanliness and sanitary conditions are met.
 - Performs major cleaning of equipment, storerooms, etc. as assigned by Head Cook.
 - Responsible for storage and disposal of unused foods.
- Reports inferior quality of food or faulty equipment to the appropriate authority.
- Prepares food according to a planned menu and tested, uniform recipes, and determines if the finished product is of best quality both in flavor and appearance before it is served.
- Records all food requisitions from the storeroom.
- Performs other duties as assigned by the Head Cook.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty 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 diploma or general education degree (GED) previous experience with large scale cooking and food preparation/serving.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employee of the organization.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to work in a friendly manner with co-workers and students, and have the ability to plan own work schedule and to direct helpers under his/her supervision. General knowledge of the best methods of preparing and cooking foods in large quantities; ability to adjust recipes to the quantity required. Ability to perform job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision and color vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100 and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has a greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.