

GREENLAND SCHOOL DISTRICT

JOB DESCRIPTION

Job Title: Food Service Cook
Reports to: Food Service Director
Dept./School: Food Service
Wage/Hour Status: Non-Exempt

Primary Purpose:

Be responsible for the preparation of food in sufficient quantities to cover requirements, timing preparation to meet service schedules, and food handling in accordance with sanitary standards. Maintain standards of recipes and of portion control, to prevent food waste and assure high quality productions, and care/cleanliness of equipment.

Qualifications:

Education/Certification:
High school diploma or GED

Special Knowledge/Skills:
Must be able to read, write, and make simple calculations
Must be able to follow oral and written instructions
Must have some formal or on-the-job training in food preparation
Must be familiar with foods and preparation methods
Must know the proper methods and cooking temperatures
Working knowledge of kitchen equipment
Patient and calm demeanor with students, staff, and others

Experience:
One to two years training and experience in quantity food preparation

Major Responsibilities and Duties:

1. Maintain professional behavior, appearance and work ethic to represent the school district in a positive manner at all times.
1. Demonstrate effective customer service strategies to all district patrons.
2. Follow food production schedules provided by Food Service Director.
3. Cook a variety of foods following standardized recipes and methods of preparation.
4. Control serving portions, eliminating waste and leftovers.
5. Check equipment to make sure it maintains safety and sanitation requirements and report needed repairs to unit manager.
7. Maintain personal appearance and hygiene, following dress code.

8. May assist in inventory, food storage, tray line service, kitchen clean-up and assist with any other duties in kitchen.
9. Ensure food items are stored in a safe hazard-free environment.
10. Present for students a positive role model that supports the school climate and mission of the school district.
11. Effectively communicate with colleagues, students, and parents.
13. Demonstrate behavior that is professional, ethical, and responsible.
14. Other duties as assigned by Food Service Director.

Supervisory Responsibilities:

Supervise and evaluate food service workers assigned to campus cafeteria.

Equipment Used:

Large and small kitchen equipment to include electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, oven, dishwasher, and food and utility cart.

Working Conditions:

Mental Conditions/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, walking, pushing, and pulling; moderate lifting and carrying; some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.