

Southwest Local Schools

Job Description

Job Title: Cook

Reports to: Director of Operations, Assistant Director of Operations, Head Cook

Approved by: Board of Education

Approved Date:

General Description: Cooks will implement the district's National School Lunch Program by assisting with the organization, preparation, and service of school breakfast and lunch on a daily basis by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Prepare foods for lunch or breakfast in accordance with guidelines set forth by the National School Lunch Program and food packaging.
2. Assist in the service of meals with an emphasis on attractive food preparation, cleanliness, efficiency of service, and attention to student requirements.
3. Collaborate and communicate with the food service team to execute service of breakfast and lunch to students and staff at each building.
4. Develop and maintain a good working relationship with students and staff in the building that promotes an inviting atmosphere for food service.

Organization:

1. Accept and reconcile deliveries with ordering invoices, putting packages into their appropriate locations for storage both in pantries and refrigerated areas (up to 45 lbs each).
2. Be accurate and accountable for the handling of money from students and staff in payment for school breakfast and lunch when working the register.
3. Maintain a clean working kitchen both during and at the conclusion of service, ensuring that all utensils are cleaned prior to being put back in the appropriate places.
4. Assist in the completion of required documentation and reports such as monthly inventory, production records, accounting records, and other reports as directed.
5. Arrive to work on time each day with a neat, clean, well-groomed appearance.
6. Attend various internal and external meetings relating to food services.

Food Preparation:

1. Work with the head cook and fellow cooks to plan and execute the preparation of meals according to food guidelines and the regulations of the National School Lunch Program.
2. Measure and prepare food in accordance with food packaging and National School Lunch Program guidelines, checking both quantity and quality of all items being served.
3. Operate, clean, and maintain all kitchen equipment used in the preparation of school breakfast and lunch programs, communicating the need for repairs to the head cook as necessary.
4. Abide by all food preparation guidelines as set forth by the board of health regarding clothing, the uses of gloves, and appropriate cooking / storage temperatures.
5. Replenish drinks, snacks, and service line items as needed throughout the breakfast / lunch service time to keep up with the demand of students and staff preferences.

6. Work with the food service team to determine the proper storage or disposal of any left-over food items, the cleaning of food trays / containers, and any preparations necessary for the next day's meals.

Culture of Service:

1. Work with the head cook, administrators, parents and others on matters relating to administration of food service programs and any concerns that may arise in this area.
2. Ability to suggest ideas to increase school meal participation, efficiency of service, or other program improvements.
3. Demonstrate a willingness to work with others as a team to execute a variety of tasks with a positive, mature attitude.
4. Follow the direction of the head cook and district administrators leading the food service programs at each building.
5. Treat all food service team members, school staff, and students with respect and fairness with a focus on accomplishing a common goal.

* Other duties as assigned by head cook, district administration, or building principal.

SUPERVISORY RESPONSIBILITIES – This person would directly supervise students as they proceed through the line during the service of breakfast or lunch. Carry out supervisory responsibilities in accordance with the district policies and negotiated agreements.

QUALIFICATIONS – 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 / EXPERIENCE – High School diploma required. Experience with cooking or kitchen related work is recommended. Experience with young people and / or as a part of a team working towards a larger goal recommended.

LANGUAGE SKILLS – Ability to communicate effectively with students, parents, colleagues and administration. Ability to respond to common inquiries and complaints from students, parents, agencies, teachers, or members of the school community.

CERTIFICATES, LICENSES, REGISTRATIONS – Valid certificate / license as issued by the Ohio Department of Education and / or the Ohio Department of Health, if required.

OTHER SKILLS & ABILITIES – Ability to establish and maintain effective working relationships with students, peers, parents and the community. Ability to speak clearly and concisely. Ability to perform duties with awareness of district, state, and federal requirements. Must have excellent organizational and time management skills. Excellent verbal (including listening) and non-verbal communication skills. Ability to keep accurate records for reporting purposes and NSLP requirements. Must be able to work independently. Pushing the agenda and goals of the school district is imperative.