

SECTION I: GENERAL INFORMATION

Classification Title: Cook	Department: Nutrition Services	Unit: Nutrition Services
Immediate Supervisor: Kitchen Manager	Grade Placement:	FLSA Status: Non-Exempt

Job Summary:

Under the direction of the Nutrition Services-Program Supervisor and guidance of the Kitchen Manager, the Cook assists and supports the Kitchen Manager in the preparation of meals for students in a large production facility/kitchen.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ol style="list-style-type: none">1. Prepares large quantities of meals in accordance with established recipes and procedures of the kitchen utilizing kitchen equipment (i.e. meat slicers, steam ovens, food processors, commercial mixers, etc.).<ul style="list-style-type: none">• Follows recipes for special menu items.• Monitors and records food temperatures. Monitors and records all kitchen logs• Assists in the completion of food production records.• Sets up and stocks breakfast and lunch serving lines.• Prepares and packs satellite meals and catering, as needed.• Monitors leftovers and proper food labeling.2. Cleans and sanitizes food service areas, utensils and equipment. Follows and adheres to safety and sanitation procedures in accordance with health department and state rules and requirements.3. Assists in the storage, restocking, rotation, and arranging of delivered food items in the freezer, cooler and food storage areas.4. Participates and assists the Kitchen Manager in food inventorying for meals and provides input into recipe adjustments, if needed.5. Performs other kitchen duties and functions, as required. Serves meals, operations point of sale equipment and cashiering duties, operates the dishwasher, or performs other functions, as needed.6. Performs other duties of a comparable level or type, as required.<ul style="list-style-type: none">• Attends meetings, conferences, seminars or training sessions to keep abreast of current trends in the areas of responsibility.• Serves as a back-up for the Kitchen Manager in their absence.• Attends daily service briefing and inservice meetings.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training: At least 1 year of prior related work experience in food production and preparation in a large food production kitchen.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: MN Driver’s License. ServeSafe after hire.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> Establishing and maintaining effective working relationships with food production staff. Following and applying health, safety and nutrition standards, codes, regulations and guidelines applicable to food operations. Use of computer and point of sale software and reports. Adjusting and calculating quantities and ordering products and supplies needed to prepare menu items and requirements. Preparation of food items and meals,. Basic math skills. Using and operating of food production tools and equipment (e.g. steamers, ovens, mixers, meat slicers, etc.) Reading, understanding, and following safety procedures. Using a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment. Learning and assisting in the preparation of food production records, inventories and other department recordkeeping. 	



PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Amount of Time Spent					Amount of Time Spent				
Physical Activities	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand				X	Up to 10 lbs				X
Walk			X		Up to 25 lbs			X	
Sit	X				Up to 50 lbs		X		
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl			X						
Talk or hear				X					
Taste or smell		X							

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:

Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move or lift objects.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:

Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption. Heat generated by stoves, ovens, steam tables and equipment can pose the risk for burns and create warm working conditions. Potential for injury from slippery and wet floors. Tools used in the kitchen provide the potential for injury and cuts. Repetitive motions of hands can lead to injury. Potential hazards and risks can be minimized through departmental procedures, training and risk management techniques employed by the school district personnel.

SECTION IV: DISTRICT MISSION AND CORE VALUES

OUR MISSION	<i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i>
CORE VALUES	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
MISSION OUTCOMES	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
STRATEGIES	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
STRATEGIC DELIMITERS	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

<p>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</p>	
<p>_____</p> <p>Department Head's Signature</p>	<p>_____</p> <p>Date</p>
<p>Classification History: Created classification description 6/2016 BCC</p>	