

## COOK CLASS 2

### **QUALIFICATIONS:**

1. Minimum High school diploma or equivalent.
2. A least 6 months quantity cooking experience.
3. Serve Safe Certificate. Member of the School Nutrition Association.
4. Ability to lift 15-65 pounds, to withstand a wide range of temperatures and to stand and walk on hard floors 90% of the time.
5. Ability to work with chemical agents.
6. Ability to work with various school personnel, students and the Public.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Food Service Director

**SUPERVISES:** Food Service personnel under his/her jurisdiction.

**JOB GOALS:** To ensure the smooth and efficient operation of the Food Service Department for the ultimate health, comfort and benefit of the students and staff.

### **PERFORMANCE RESPONSIBILITIES:**

1. Follows approved cleaning and safety practices to ensure that sanitary and safe conditions are maintained. Assists in the completion of the Monthly Cleaning Duty Schedule.
2. Prepares menu items using standardized recipes, maintaining food quality, taste and appearance within the scheduled time frame. Coordinates with other staff members to ensure completion.
3. Assists in the completion of the Production records. Maintains files.
4. Assists in ordering appropriate amounts of food and supplies, stores and uses supplies appropriately.
5. Maintains equipment used in a clean working condition. Reports requests for equipment repairs or replacement.
6. Maintains the required hours for Professional Standards for School Nutrition Professionals.
7. Assists with bag lunches for field trips, and other school related student events.
8. Follows daily work schedule and oversees others to ensure tasks are completed in a timely

manner.

9. Demonstrates knowledge of USDA regulations. Follows established policies and procedures.
10. Assists in the periodic inventory of food and supplies.
11. Performs other tasks and assumes other responsibilities within the overall scope of the position which the Director may assign.

**WORK SCHEDULE:**

The work day shall be established by the Director but shall not exceed 8 hours per day, excluding ½ hour for a duty free lunch, unless other arrangements are approved by the District Administrator. Most individuals in this category will work 6 to 8 hours per day as individually directed by the Director.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.