

Position: Food Service Cook I/Cook II

Reports to: Food Service Supervisor

Employment Status: Regular/Full-time/Part-time

FLSA Status: Non-Exempt

Description: Perform various tasks related to the monies received for school lunches, i.e., collect, count and record lunch fees, and prepare the deposit slip. Bake a wide variety of items for snack line. Help with laundry. Serve on the line. Clean all cooking areas. Count money at end of the day. Assist Head Cook when needed

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Adhere to prescribed standardized recipes
- Ensure safety of students
- Assist in the daily cleaning of all kitchen equipment
- Assist the Head Cook with meal preparation
- Assist with regular inventories
- Fill out daily usage papers
- Follow rules, regulations, and policies of the school lunch program
- Follow the school district menu and see that all necessary foods and supplies are on hand in accordance with the menu
- Maintain orderly and clean work areas
- Prepare and serve food in an attractive manner
- Receive payment for cafeteria lunches (including milk)
- Record number of lunches served to students and staff
- Prepare change before lunchroom opens
- Prepare and serve quality food to the students in a quick and pleasant manner
- Prepare sandwiches, hot and cold, casseroles, soups, pizzas, desserts, nachos, and other a la carte foods
- Report the inferior quality of food or faulty equipment to the appropriate supervisor
- Schedule and plan in advance foods that need to be defrosted
- Serve food to students when necessary
- Straighten and put away stock in storage areas
- Compile daily milk inventory and report to head cook
- Check milk and bread deliveries
- Wrap money at the end of each day
- Restock milk when needed
- Fill condiments when needed
- Responsible for baked items on menu and assists with other food items as time permits and assigned by the Head Cook
- Record all leftover food on the daily work sheet and food report
- Keep current list of free and reduced price lunches for emergencies
- Ensure that appropriate paperwork is in cash box
- Complete daily work sheet
- Prepare the cash register for the lunch line on a daily basis
- Determine and collect the correct amount to charge for each individual meal or item
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., free and reduced lunch students
- Interact in a positive manner with staff, students, and parents
- Promote good public relations by personal appearance, attitude, and conversation

- Attend meetings and in-services as required
- Count money in cash drawer and prepare cash drawer for next day's operation
- Run total for each category at the end of each month and give to the Food Service Supervisor
- See that napkins, silverware, straws, and condiments are in ample supply during serving of students
- Help restock a la carte items and general cleanup as time permits

Other Duties and Responsibilities:

- Audit the daily milk bill to ensure its accuracy
- Complete and submit food orders according to menu and forward to cafeteria manager weekly
- Performs routine housekeeping duties such as mopping up water and spills, cleanup of serving counters, etc.
- Complete food services time sheets
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Head Cook

Qualifications:

- High school diploma or general education degree (GED)
- Less than one year related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to read and understand verbal and written instructions, written warnings and labels
- Ability to operate a cash register
- Basic math/bookkeeping skills
- Ability to estimate the amount of food needed for one day's menu
- Ability to follow recipe
- Ability to work quickly and efficiently during lunch periods
- Knowledge of various cooking procedures
- Organizational and problem solving skills

Equipment Operated:

- Cash register
- Calculator
- Copy machine
- Can opener
- Conventional oven/stove
- Dishwasher
- Food processor
- Grinder
- Knives
- Microwave
- Mixer
- Slicer
- Steamer

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled school days, except calamity days
- Occasional interaction among unruly children
- Occasional requirement to travel, i.e., to pick up food or materials
- Occasional exposure to fumes or airborne particles
- Frequent exposure to loud noises
- Occasional overtime work will be requested and expected of the employee
- Frequent requirement to stand, walk, talk, hear, see (color vision required), read, speak, reach, stretch with hands and arms
- Frequent requirement to lift, carry, push, and pull up to a maximum of 50 pounds
- Frequent excessive standing during assigned workday
- Frequent repetitive hand motions, e.g., operating cash register
- Occasional requirement to climb, balance, stoop, kneel and crouch

Evaluation:

- Performance of this job will be in accordance with provisions of the Board's policy.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by:
Adoption date:

Norton City Board of Education
March 11, 2024