

LACEY TOWNSHIP SCHOOL DISTRICT

Cook

JOB TITLE: Cook

REPORTS TO: Cafeteria Manager

JOB GOAL: In cooperation with and under the direction of the Manager, the Cook prepares and portions food items in accordance with all production requirements. The cook uses daily worksheets and standardized recipes to prepare meals and performs various duties in accordance with sanitation standards established by the District or its Food Service Management Company.

QUALIFICATIONS:

1. High school diploma or GED certificate
2. Minimum three-years prep work or food service related work preferred
3. Knowledge of food prep, proper knife handling, temperature control, sanitation, and general safety practices
4. Must be able to read and write to facilitate proper communication with others; strong communication skills are required
5. Mathematical ability required; must be able to perform simple mathematical calculations
6. Must have knowledge and understanding of the National School Lunch Program requirements within three (3) months of hire
7. Must be able to self-direct and work on a team
8. Must be able to handle equipment and meet physical demands as outlined below
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
10. Must have Serv Safe Certification within one (1) year of hire

RESPONSIBILITIES:

1. Hands-on preparation of all food items according to recipes and prep lists according to all production standards.
2. Adhere to proper food handling procedures.
3. Maintain proper production levels according to estimates on the production sheets.
4. Complete production records daily.
5. Maintain proper rotation of food to assure top quality and freshness.
6. Collect leftovers, cover, label and properly store according to all production standards.
7. Work with Manager to ensure inventories are completed timely and accurately.
8. Work with Manager to create new menu ideas and selections to submit to Food Service Director for review and approval.

Cook(continued)

9. Maintain clean and orderly refrigerators and work areas. Make sure the stations are properly cleaned, sanitized, and organized at the end of the shift. (Including cleaning of kitchen equipment)
10. Receive and date deliveries as assigned.
11. Adhere to Board Policies and Regulations.
12. Ensure that all kitchen tools, keys and equipment are returned to their designated secure area.
13. Maintain a safe, sanitary work environment, which conforms to all standards and regulations.
14. Adhere to safety policies and accident reporting procedures.
15. Complete all required training.
16. Demonstrate excellent customer service skills and act in a professional manner at all times.
17. Perform other responsibilities as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of responsibilities will be evaluated in accordance with established procedure.

Approved by: Lacey Township Board of Education

Revised

Date Approved: July 20, 2015

LEGAL REFERENCES: