

# JOB DESCRIPTION

**Job Title** Food Service Cook  
**Reports to** Cafeteria Manager  
**Dept/School** Food and Nutrition Services

**Job Title Code** 512310  
**Wage/Hour Status** Non-Exempt  
**Pay Grade** 702  
**Date Revised** January 10, 2025

## Primary Purpose

Prepare appropriate quantities of food according to food production record to meet menu requirements and maintain high standards of quality in food production, sanitation, and safety practices.

## Education/Certification

- Valid food handler card or must acquire within 90 days of employment

## Special Knowledge/Skills

- Knowledge of kitchen equipment and food production procedures
- Ability to read, calculate, and interpret recipes and perform basic math operations
- Ability to understand food preparation and safety instructions
- Ability to operate large and small kitchen equipment and tools
- Ability to train employees and substitutes
- Effective customer service skills

## Experience

- Six (6) months as a cook with large quantity food production or completion of a Cook-in-Training Program

## Major Responsibilities and Duties

### Kitchen Production

- Prepare and serve a variety of breakfast, lunch, and supper main dishes, vegetables, baked goods by following standardized recipes and using commercial cooking equipment.
- Prepare food using batch/cook-to-the-line procedures to prepare food for "just in time" service.
- Review the school's production record (PR) daily.
- Prepare assigned menu items in specified quantities as indicated on the PR.
- Operate tools and equipment according to prescribed safety standards.
- Instruct Food Service Specialist in proper equipment maintenance, operation, and safety precautions.
- Record amount of food prepared and left over on the PR and store food properly using date/time labels.
- Receive food orders from vendors; ensure food temperatures and conditions meet standards.
- Follow established Hazard Analysis and Critical Control Points (HACCP) procedures to meet high standards of cleanliness, health, and safety.
- Organize work of Food Service Specialists assigned to the cook's section.
- Prepare food in advance as indicated on PR (i.e., take meat out to thaw, etc.).
- Coordinate the preparation of equipment and the organization of ingredients for the following day menu items.
- Interpret and calculate measurements according to district-approved standardized recipes.
- Accurately document required information on the corresponding departmental food temperature logs.
- Demonstrate proper food handling techniques.
- Maintain a clean kitchen and serving area.
- Communicate inventory needs, equipment deficiencies and production/serving concerns to the cafeteria manager.
- Understand proper use of chemicals, chemical hazards, and appropriate storage of chemicals.

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19. Serve food according to meal schedules, production record, departmental policies and procedures by practicing proper portion control.
20. Perform other duties as assigned by supervisor.
21. Assist the cashier with the operation of the cash register and the management of money transactions when needed.
22. Exercise care to avoid injury by operating tools and equipment according to prescribed safety standards.
23. Attend kitchen meetings and required trainings.
24. Train employees and substitutes when needed.

### Quality Control

25. Sample food to ensure palatability.
26. Distinguish a quality product from items unacceptable for service.
27. Ensure the serving line is set and ready for service at designated mealtimes.
28. Replenish meal items, paper products and milk.
29. Promptly attend to spills, trash, and obstacles on the serving line.

### Customer Service

30. Greet customers and provide efficient service with a smile.
31. Work cooperatively with other team members at all times and provide customers with friendly and professional dining experience.

### Equipment Used

Large and small kitchen equipment and tools including electric slicer, mixer, vegetable cutter, steamer, sharp cutting tools, ovens, and dishwasher.

### Supervisory Responsibilities

None

### Physical and Mental Job Requirements

#### Mental Demands/Physical Demands/Environment Factors

- Maintain emotional control under stress. Frequent standing, walking, pushing and pulling. Some stooping, bending and kneeling. Must be able to lift 20 pounds frequently, 20-50 pounds occasionally, more than 50 pounds infrequently and with assistance. Limited exposure to extreme hot and cold temperatures.

### Terms of Employment

184 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_



# JOB DESCRIPTION

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
Date: \_\_\_\_\_

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