

## POSITION DESCRIPTION

<b>TITLE:</b>	Cook – Elementary School	<b>SUPERVISOR:</b>	Production Kitchen Manager
<b>DEPARTMENT:</b>	Food and Nutrition Department	<b>CLASSIFICATION:</b>	Food and Nutrition Bargaining Unit

### I. **Accountability Objectives:**

The Cook demonstrates professional behavior and promotes positive relations with students, parents, staff, and others to build customer support for the school food service program. The Cook at an elementary kitchen is responsible for the daily operation of the satellite kitchen, including maintaining computerized meal/milk accounts, receiving money, and verifying meal accountability at point of service. The Cook organizes and schedules tasks so that students are served nutritious, safe, and aesthetically pleasing meals in a timely manner. The Cook follows school, state, and federal policies and procedures to assure funding is maintained and problems are avoided. The Cook prepares and generates reports to provide an accurate accounting of meals served by category, documents money received and deposited, handles student and parent questions regarding accounts, and maintains the food and supplies inventory. The Cook forecasts production needs to assure food and supplies are ordered, produced, and served in the correct amount. The Cook promotes healthful eating for students. The Cook maintains a clean, safe work environment by following Hazard Analysis Critical Control Point (HACCP) and other sanitation principles in food handling and equipment use. One day each week the Cook and Assistant Cook will switch computer/money handling and lunch production duties.

### II. **Position Characteristics:**

Salary: Hourly, on schedule  
Length of Contract: 30-75 hours per pay period

### III. **Position Relationships:**

Reports to: Production Kitchen Manager

### IV. **Position Qualifications:**

#### A. Required Qualifications:

1. High school diploma or equivalent.
2. Basic mathematics, communication, and computer skills.
3. Food preparation experience or training.
4. Prior ServSafe Certification and/or current Wisconsin Food Manager Certification, or completed during probation.
5. Pass ECASD food service computer skills test or complete the district sponsored basic computer skills class. Successfully complete training on the current point of service software system.
6. Pass a physical examination that will require lifting 48 pounds, carrying 48 pounds, and pushing/pulling 35 pounds of force.

Note: Currently employed staff members who transfer to a position must successfully complete within ten (10) days of the transfer the district computer and money handling training. Currently employed staff who have already successfully completed this training are not required to retake it when transferring to a new position. New employees must successfully complete the district computer and money handling training during the twelve (12) week probationary period.

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### B. Special Requirements of the Position:

1. Ability to plan and organize workload.
2. Ability to work independently with minimal supervision.
3. Ability to apply the principles of quantity food production and food safety.
4. Ability to communicate effectively and professionally with students, parents, teachers, principals, and co-workers.
5. Ability to use point of service computer system.
6. Ability to use a calculator and accurately complete a bank deposit slip.
7. Ability to handle cash, make correct change, and count money accurately.
8. Ability to accurately count and record food items, inventory, and paper/computerized food production records.
9. Ability to apply principles of quantity food production including batch cooking, safe food handling, and HACCP.

### C. Environmental/Physical Requirements:

1. Ability to lift up to 48 pounds, carry 48 pounds, and push/pull 35 pounds of force.
2. Ability to stand and walk on hard surfaces.
3. Ability to adapt to changes in room temperature.
4. Ability to work in the presence of loud background noise.

## V. **Position Responsibilities:**

- A. Handles all aspects of the site based computerized meal accounting system, including receiving student money, preparing bank deposit, monitoring accounts at point of service, generating reports and marginal balance notes, and assuring cash is secure. Responsible for record keeping and financial accounting for all meal and milk programs offered at assigned elementary building.
- B. Maintains food production records. Discusses production history with building assistant cook.
- C. Follows standard receiving procedures to assure quality and correct quantity of food received. Documents time and temperature for items received. Reports problems immediately to production kitchen. Follows HACCP date marking and labeling protocol.
- D. Assures the quality production and service of school meals in an assigned elementary school building. Identifies problems related to achieving the desired quality and uses problem solving procedures to resolve the issues. Daily duties include food production, service, and clean-up as needed. Uses records to forecast future needs and minimize food waste.
- E. Controls food and supply inventory, including ordering food and supplies from Production Kitchen, completing physical inventory as required, and dating and rotating stock. Follows first in, first out procedure to assure rotation of stock.
- F. Follows established portion control measures to control food costs and assure compliance with United States Department of Agriculture (USDA) requirements.
- G. Utilizes work simplification techniques for effective use of time. Completes work assignments in a timely manner.
- H. Follows standards of safety in preparing, storing, and serving food. Follows food preparation directions and HACCP regarding time and temperature. Food temperatures are recorded when food is prepared and served. Takes corrective action as needed. Foods are held either below 41 F or above 135 F. Follows Wisconsin Food Code and HACCP protocol.
- I. Maintains high standards of food quality and appearance. Utilizes methods to preserve nutrient content. Batch cooking is used to avoid long holding times for food prepared onsite. Arranges food attractively in serving containers.

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- J. Maintains a clean and sanitary work station. Establishes a schedule and follows standard procedures for cleaning equipment, utensils, and work area. Follows procedures to maintain effective insect and rodent control.
- K. Maintains high standards of personal hygiene. Follows hand washing protocol. Practices standards of dress, including shirts with sleeves, closed toe shoes, hair restraint, apron, and wearing of single use gloves when handling food. Complies with Wisconsin Food Code and HACCP protocol.
- L. Operates all equipment according to manufacturer's directions with emphasis given to safety guidelines. Notifies kitchen manager of any malfunction, damage, or loss of equipment. Checks hot holding equipment, ovens, microwaves, and milk service unit to make sure equipment is empty before turning on. Ensures hot holding equipment, ovens, microwaves, and milk service unit are empty and turned off before leaving for the day.
- M. Self-administers basic kitchen first aid. Reports all accidents to building principal and kitchen manager and completes ECASD Employee Incident Report Form.
- N. Demonstrates knowledge of actions to take in case of a fire or disaster. Knows location and use of fire extinguisher.
- O. Attends job related training classes and workshops. Applies knowledge and/or skills obtained in performing job.
- P. Practices energy conservation techniques.
- Q. Performs all other duties as assigned.

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