

POSITION DESCRIPTION

TITLE:	Cook – Secondary Building Kitchen	SUPERVISOR:	Kitchen Manager (Unit or Production)
DEPARTMENT:	Food and Nutrition Department	CLASSIFICATION:	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 in a secondary building kitchen is responsible for receiving money, documenting meal and/or a la carte sales transactions, and verifying meal accountability at the end of a serving line. The Cook may be assigned to work on the student meal line or a la carte line. The Cook balances his/her cash drawer, counts money received from daily sales, and submits money for inclusion in kitchen’s daily bank deposit. One Cook per secondary building kitchen will be designated the primary responsibility of maintaining the computerized accounts, consolidating a la carte and vending sales, and preparing the kitchen’s bank deposit. This Cook prepares and generates reports which provide an accurate accounting of meals served by category, summarizes a la carte transactions, documents money received and deposited, and handles student and parent questions regarding accounts. At least one cook at each secondary building will be trained to back up the lead computer Cook. The cook follows school, state, and federal policies and procedures to assure funding is maintained and problems are avoided. Cooks coordinate the set up of their serving line including posting pertinent information. Cooks maintain a high level of personal hygiene, follow Hazard Analysis Critical Control Points (HACCP) and other sanitation principles in food handling, and follow directions for safe equipment use. A clean and safe work environment is maintained and food safety assured.

II. Position Characteristics:

Salary: Hourly, on schedule
Length of Contract: 20-75 hour per pay period

III. Position Relationships:

Reports to: Kitchen Manager (Unit or Production)

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 and 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 program. Currently employed staff members 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 program 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 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 ECASD point of service computer and cash register.
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 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 work 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 receipt of student money into the computer and entering vending machine and catering money, operating cash register on the serving line, monitoring meal accountability at point of service, counting all register cash drawers and cash box to match “starting” cash, generating computer reports, preparing bank deposit, running student account histories as needed and assuring cash is secure. At minimum, one Cook and one back up Cook per building are designated to complete all of these tasks. Other Cooks on-site are required to operate cash register, monitor meal and ala carte accountability at point of service, count register drawer, and submit terminal deposit to lead Cook.
- B. Follows work schedule established by the Kitchen Manager. Integrates assigned food preparation, serving line set up, and/or cleaning tasks with point of service and computer responsibilities.
- C. Maintains high standards of food quality and appearance. Utilizes cooking methods to preserve nutrient content. Batch cooking is used to avoid long holding times for food items. Arrange food attractively in serving containers.
- D. Follows established portion control measures to control food costs and assures compliance with United States Department of Agriculture (USDA) requirements at the point of service.
- E. Utilizes work simplification techniques for effective use of time. Completes work assignments in a timely manner.
- F. Follows standards of safety in receiving, preparing, serving, cooling, and storing food. Complies with Wisconsin Food Code and Hazard Analysis Critical Control Points (HACCP) protocol. Food temperatures are recorded upon receipt of food as well as when prepared and served. Takes corrective action as necessary. Foods are held either below 41F or above 135F.
- G. Maintains a clean and sanitary work station. Follows established schedule and standard procedures for cleaning equipment, utensils, and work area. Follows procedures to maintain effective insect and rodent control.
- H. Maintains high standards of personal hygiene. Follows hand washing protocol. Practices appropriate 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.

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- I. 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, and microwaves to make sure equipment is empty before turning on. Ensures hot holding equipment, ovens, and microwaves are empty and turned off before leaving for the day.
- J. Self-administers basic kitchen first aid. Reports all accidents to Kitchen Manager and completes ECASD Employee Incident Report Form.
- K. Demonstrates knowledge of actions to take in case of a fire or disaster. Knows location and use of fire extinguisher.
- L. Controls food and supply inventory, including completing physical inventory as required, and dating and rotating stock. Dates and labels all food for storage according to HACCP protocol. Follows first in, first out procedures to assure rotation of stock.
- M. Attends job related training classes and workshops. Applies knowledge and/or skills obtained in performing job.
- N. Promotes healthful eating, a positive food service image, and good customer relations.
- O. Practices energy conservation.
- P. Performs all other duties as assigned.

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*New: 04/1998
Revised: 11/1998, 12/2001, 01/2003, 11/2004, 10/2009
Location: R:\Position Descriptions\F&N\Cook - Secondary Building Kitchen.doc*