



## JOB DESCRIPTION

<b>Job Title</b>	First Cook – Production Kitchen
<b>Department</b>	Food & Nutrition
<b>Reports To</b>	Kitchen Manager
<b>Classification</b>	Hourly
<b>Location</b>	Secondary School Production Kitchen
<b>Salary</b>	Hourly, On Schedule
<b>Length of Contract</b>	60-75 hours per pay period

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

Production kitchens are responsible for receiving, storing, organizing and distributing food and supplies to the satellite kitchens. The First Cook has the lead responsibility for coordinating the timely preparation, packaging and distribution of foods to the satellite kitchens. In addition, the First Cook is responsible for entrée preparation at the production school site. The First Cook practices proper food preparation, food holding and display/marketing techniques that assure high quality food products and customer satisfaction. The First Cook follows school, state and federal policies and procedures to assure funding is maintained and problems are avoided. The expectation is to exhibit cooperative teamwork, professional behavior, deliver excellent customer service, provide effective communication, be dependable and maintain confidentiality in all situations, and to comply with the ECASD Handbook.

## Essential Job Functions

- Follows work schedule established by kitchen manager. Performs assigned food preparation, serving line set-up and/or cleaning tasks.
- Weighs, measures and/or counts, and packages food items for distribution to satellite schools. Prepares production items for schools.
- Follows production schedule and production record for quantities of food to be prepared. Completes production records or inventory as directed. Accurately records current information for future use to minimize waste.
- Follows established portion control and standardized recipes to assure compliance with United States Department of Agriculture (USDA) regulations and to control food costs. Presents food for service to the customer in an aesthetically pleasing manner.
- Prepares lunch meals that ensure students with special dietary needs receive meals in compliance with the Physicians Order for Diet Modification and any special menus provided by the kitchen manager.

- Assures high quality food production and service of school meals and meticulous clean-up of kitchen and meal service area. Identifies problems related to achieving the desired quality and uses problem solving skills to resolve issues. Reports problems to kitchen manager immediately.
- Follows all ECASD Hazard Analysis Critical Control Point (HACCP) protocol and Wisconsin Food Code regulations.
- 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.

#### **Ancillary Job Functions**

- Attend job related training classes and workshops. Applies knowledge and/or skills obtained to job performance.
- Controls food and supply inventory including completing a physical inventory as required and dating and rotating stock to insure first in first out.
- Perform other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Experience with Outlook and Word.
- Successful completion of the ECASD written First Cook exam.
- Minimum one year experience in quantity food production.
- Successful completion of a 35-hour in-house training program.
- ServSafe Certification and/or Wisconsin Food Manager Certification or must be completed upon hire.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Minimum three year experience in quantity food production.
- Certificate or Associate's degree in Food Production or a related field.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Successful completion of pre-employment testing.
- Basic knowledge of mathematics, communication and computer skills.
- Knowledge of departmental policies and procedures.
- Ability to provide quality customer service.
- Ability to apply principles of quantity cooking and food preparation.
- Ability to work with little supervision and organize work load.
- Ability to maintain and complete accurate records.

- Ability to accurately measure and weigh ingredients.
- Ability to use point of service computer system and calculator.
- Ability to exercise reliability, responsibility, dependability, and to fulfill obligations.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Kitchen environment with moderate noise levels, temperature extremes from walk-in coolers to warm kitchens, higher humidity levels and standing on hard surfaces.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- See Food and Nutrition Functional Job Descriptions.