

## COOK

### **Purpose Statement**

The job of Cook was established for the purpose/s of cooking food items that meet mandated nutritional requirements and/or requests of students and school personnel; verifying quantities and specifications of orders; maintaining facilities in a sanitary condition; developing recipes; and assisting assigned food service personnel in performing their functions.

This job reports to Director of Food Services.

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### **Essential Functions**

- Attends department meetings, in-service training, workshops, etc., for the purpose of training employees; conveying and/or gathering information required to perform functions.
- Calculates quantities of food to be produced, orders supplies and food items needed for site and catering events for the purpose of meeting projected meal requirements and minimizing waste of food items.
- Cooks food items, prepared, or from scratch, in large quantities for school sites according to a pre-determined menu, adhering to standardized recipes, utilizing portion control methods based on Traditional or Nutrient based menu planning approaches for the purpose of meeting mandated nutritional and projected meal requirements.
- Coordinates and directs work flow, including scheduling and meal production for the purpose of the operation of the Food Service Program at the central kitchen and school sites.
- Creates new recipes and revises existing recipes for the purpose of meeting mandated nutritional and projected meal requirements, and minimizing waste.
- Delivers food items, products, or supplies to school sites, if necessary, for the purpose of ensuring availability of items for meeting projected menu requirements.
- Evaluates prepared food for flavor, appearance and temperature for the purpose of presenting items that will be accepted by students and/or staff.
- Follows the standard operating procedures set forth by the Buckeye Union School District Food Service Department for the purpose of legal compliance.
- Inspects food items for the purpose of verifying quantity, quality and specifications of orders to meet preparation requirements and/or complying with mandated health standards.
- Manages assigned site operations (e.g. monitors personnel, meal accounts and expenditures, evaluates new products and/or menus, etc.) for the purpose of providing efficient food services in compliance with established nutritional and health requirements.
- Monitors kitchen and cafeteria areas; cleans utensils, equipment, storage, food preparation and serving areas for the purpose of ensuring a safe and sanitary working environment.
- Performs cashiering duties, accounts for monies collected, inputs information into the district computer program for the purpose of accurate record keeping.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares documentation and required reports (e.g. inventory and supply lists, machine logs, end-of-month reports, menu production records, temperature logs, transport logs) for the purpose of monitoring compliance and budget.
- Receives and stores deliveries, rotates food items, keeps running daily and monthly inventories, checks and initials invoices for products received for the purpose of ensuring availability of items required for meeting projected menu requirements.

Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.

- Sets up, serves, and sells breakfast, lunch, and ala carte, if applicable, to students and/or district staff for the purpose of meeting mandated nutritional requirements.
- Works with confidential information for the purpose of meeting National School Lunch Program confidentiality requirements.

**Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantifying food preparation; safe food handling; and sanitation practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices and procedures; operating equipment found in a commercial kitchen; and using pertinent software applications.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: prepare food in large quantities; read, understand, and follow standardized recipes; adhere to Nutrient standard and/or Traditional based menu guidelines; perform mathematical calculations and accounting procedures with speed and accuracy; understand and implement oral and written directions given in English; communicate effectively, both orally and in writing; maintain cooperative and professional relationships and work effectively with those contacted during the course of work.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 20% walking, and 70% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

**Experience** Job related experience with increasing levels of responsibility is desired.

**Education** High School diploma or equivalent.

**Equivalency** None Specified

**Required Testing**

Pre-employment Proficiency Test  
SIA evaluation test

**Certificates & Licenses**

"Safe Serve" Certificate issued by the Health Department  
Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

None Specified

**Clearances**

TB Test  
Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

January 21, 2009

**Salary Grade**

Classified 9