



## JOB DESCRIPTION

---

<b>POSITION:</b>	COOK
<b>Reports to:</b>	Executive Chef
<b>Term:</b>	180-day School Year
<b>Hours/day:</b>	6.25
<b>Building:</b>	High School Kitchen
<b>Exemption Status:</b>	Non-exempt
<b>Union Affiliation:</b>	Public School Employees
<b>Wage:</b>	Classified Salary Schedule, Lane 3
<b>Benefits Eligibility:</b>	Medical, Dental, Vision, Retirement, LTD

---

### Position Summary:

### Essential Job Functions:

Depending upon individual assignment, the Cook performs all or a combination of several of the following duties:

- Responsible for implementing menu and performing cooking duties, including food prep.
- Responsible for providing oversight for cooking and maintaining quality control.
- Assists with determining appropriate quantities.
- Responsible to documenting and maintaining food time and temperature logs, including for transporting to additional sites.
- Responsible for insuring timely preparation of food for offsite delivery.
- Assists with foodservice for students.
- Assists with scheduling.
- Trains and supervises student helpers.
- Assists with and provides oversight for cleaning kitchen after lunch; stores leftover food items. Washes utensils, serving bowls and trays, pots and pans. Puts clean dishes away. Wipes and sanitizes tables, oven, sink and counter surfaces. Picks up litter.
- Assists in maintaining sanitation reports. Responsible for sanitation oversight in preparation for monthly sanitation inspection.
- Provides monthly report to Food Service Supervisor on equipment.
- Performs point of sale activities and assist with reporting.
- Prepares lunch and milk records; records and communicates lunch counts. Collects and records lunch and milk money from students; makes change. Counts coins, currency and checks; prepares money for deposit and/or delivery to district office
- Tallies number and types of lunches and meals sold; balances money received against totals; reconciles differences.
- Assists in planning for, ordering and receiving supplies; stores supplies; takes periodic inventory.
- Performs related duties as assigned consistent with the intent and scope of the position

## Personal Effectiveness

- Positive Attitude: Presents a positive role model for stakeholders that supports the goals of the SJISD Schools.
- Cooperation: Works effectively with others.
- Dependability: Punctual. Ability to maintain a good personal attendance record.
- Judgment: Exhibits good judgment in decision making and problem solving.
- Initiative: Recognizes job needs and looks for ways to improve efficiency and productivity.
- Flexibility: Willing and able to drive occasional trips outside the regular calendar schedule (during breaks, summer or other non-calendar period), i.e. School-sponsored athletic and educational events, extended school year programs, etc.

## Minimum Qualifications:

### Knowledge, Skills and Abilities

- Knowledge of basic food preparation and storage methods.
- Skill in cooking and baking.
- Ability to use knives skillfully.
- Ability to work quickly and decisively.
- Ability to operate dishwasher, ovens, stove and warmer.
- Ability to properly lift items weighing up to 50 pounds.
- Ability to learn district and State food service regulations.
- Ability to follow written and verbal instructions.
- Ability to estimate food quantities for serving.
- Ability to make accurate arithmetic calculations.
- Ability to maintain accurate records.
- Ability to meet deadlines.
- Ability to establish and maintain positive working relationships with staff.
- Ability to use a computer (point of sale) and learn new software applications as needed.

### Education and Experience

- High school graduation or equivalent.
- Demonstrated skills in reading, writing and communication.
- Two years of culinary experience in high volume production.
- Culinary degree preferred.
- Training in food preparation and experience in preparing large quantities of food, preferred.

### Licenses / Special Requirements

- Valid Washington State driver's license.
- Washington State Food Handler's permit.
- Complete mandatory online safety training within 30 days of hire.
- Requires fingerprinting and criminal record check for felonies and child abuse.

## Work Conditions:

Requires dexterity, precision and accuracy; confined to work area; required to stand for prolonged periods. Required to clean and sanitize equipment and supplies. Required to lift and carry heavy bulk supplies; required to wear protective clothing. Required to work with sharp utensils, equipment with moving parts and around hot burners and ovens; requires safety awareness. Required to meet deadlines.

## Physical Requirements Include:

Continuous (2/3 to all the time, possibly the full day): Talking, Hearing, Seeing, Handling, Fingering, Grasping.

- Frequent (1/3 to 2/3 of the time or up to 6 + hours of an eight-hour day): Standing, Walking, Bending, Stooping, Crouching, Squatting, Reaching
- Occasional (1/12 to 1/3 of the time or up to 2 ½ hours of an eight hour day): Sitting, Lifting, Carrying up to 50 pounds, Turning, Twisting, Kneeling
- Rare (0 to 1/12 of the time, 40 minutes of an eight hour day): Climbing, Balancing, Pushing, Pulling
- Not Present: Jumping, Crawling

### Reports to:

Reports to the Executive Chef. Takes direction from the Food Services Director and Principals.

### Conditions:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

### Classification History:

Created