

Tri-County Area School District
Plainfield WI 54966

JOB DESCRIPTION

Position Title: **Cook I**

JD SS 401
Updated: May 2009

Qualifications:

- Ability to work well with others in a team environment
- Ability to accept direction from supervisors
- Ability to follow work rules and procedures
- Ability to accept constructive criticism
- Ability to lead and manage others effectively.
- Possess and demonstrate experience in food preparation, nutrition and food preparation management.
- At least two years of experience in food preparation management.
- Willingness to acquire advanced training in food preparation management that includes food nutrition, menu writing, personnel supervision, safety, sanitation, child nutrition, purchasing, inventory maintenance and others as regulated by law or Board action.
- Must pass a health examination including a tuberculin skin test or chest x-ray at beginning of employment.
- Must be able to perform tasks involving moderate lifting.
- Must be able to stand for several hours on cement floors.
- Must be able to work in very warm environment and for short periods of time in refrigerated units.
- Must be able to perform duties during periods of high work peaks.

Job Attitude:

- Exhibits flexibility in learning currently assigned duties, including operation of equipment used in learning new duties and/or methods and procedures and/or operation of new equipment as introduced.
- Cooperates when asked to do jobs not specifically on own work sheet.
- Exhibits pride in work by producing quality products service attractively, neatly and using the best possible sanitary method.
- Exhibits interest in and sense of responsibility for the job.
- Must be mentally alert with the ability to understand, follow and give oral and written instructions.
- Must have the knowledge and ability to proficiently perform basic arithmetic computations.
- Must have the ability to deal courteously with the students and public and maintain effective working relationships with other district employees.
- Must be clean and neat: must wear an apron and hair net, no rings (exception - wedding band), earrings or other jewelry are permitted.

Immediate Supervisor:

Food Service Manager/Cook

Job Function:

Cook I assists the Food Service Manager/Cook under the direction of the Food Service Manager/Cook in providing nutritional, balanced meals and performs such duties as may be assigned. In addition to the above, Cook I directs the distribution of daily left-over food and daily head counts and assumes Food Service Manager/Cook duties in the absence of the Food Service Manager/Cook.

Specific Responsibilities:

1. Prepares meals which meet all requirements for the required School Lunch and Breakfast Program patterns, evaluates nutrient content, and maintains high food quality standards.
2. Prepares food within an established production system following standardized recipes, preparation, and service methods, and food handling techniques to ensure acceptable standards.
3. Maintains defined standards of sanitation and safety for personnel, food preparation, kitchen equipment and physical plant.
4. Promotes student and staff satisfaction by merchandising and serving meals in an attractive manner.
5. Attends relevant training classes and workshops.
6. Assumes responsibility for operation and cleaning the following equipment and for instructing supportive personnel in the use and care of same: ovens, ranges, dishwasher, meat slicer, mixer with shredder and slicer attachments, can opener, scales, refrigerators, freezers, hood, carts and other food service equipment and utensils and/or new equipment when installed.
7. Responsible for working with individuals and organizations whether school or non-school related in the use of the food service facilities for school and non-school activities outside of the regular school day.
8. Performs other functions as needed.
9. Along with Food Service Manager, meet with health inspector.
10. Retain Serve Safe Certification.

Term of Employment: Salary and work year to be established by the Board.

Evaluation: Evaluation of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the Food Service Manager/Cook.