

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Cook
Job Family: Food Services
Department: Student Nutrition
Typical Work Year: 9 months

Pay Grade: ESP Salary Schedule
FLSA Status: Non-exempt
Prepared/Revised Date: July 1, 2015, rev. 7/1/18

SUMMARY Assist the Cafeteria Manager with maintaining a successful food service program by preparing and serving food, maintaining kitchen, washing dishes and trays, receiving payment for meals, and assisting with food ordering and inventory.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.*

- | | | |
|---------|-----|---|
| D | 45% | Under the supervision of the Cafeteria Manager, assist in preparing food for the National School Lunch Program through the preparation and serving of food on the lunch line using safe food handling procedures. |
| D | 15% | Stock and set up serving line and all necessary equipment needed to serve meals. |
| D | 10% | Sanitize all dishes, equipment, floors, tables, sink, etc. following all completion of daily school lunch/breakfast program service. Wash tables in commons area following each meal to ensure sanitary eating areas. |
| D | 10% | Remove all trash and waste from the kitchen. |
| M | 3% | Cross train in all positions, including manager position. |
| D | 5% | Operate POS lunch system and serve as cashier. |
| D | 5% | Assist with ordering, storing, and inventorying food and supplies. |
| D | 5% | Assist with opening and closing kitchen preparations including cleaning, storage and stocking of inventory. |
| Ongoing | 2% | Perform other duties as assigned. |

EDUCATION AND TRAINING: High school diploma or equivalent. Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential job functions of the position.

EXPERIENCE: Kitchen prep or cooking, food service experience preferred.

CERTIFICATES, LICENSES, & REGISTRATIONS

None required. First Aide/CPR/AED training preferred. Criminal Background Check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Basic mathematical and measuring skills for following recipes and giving change to students.
- Cashiering skills preferred.
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively with co-workers to maintain a positive and professional work climate
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Knowledge of large volume food production, serving and sanitizing equipment, preferred.
- Knowledge of basic kitchen utensils including knives, slicers, thermometers and cleaning agents.
- Normal office equipment such as personal computer, printer, copier, fax, phone system, e-mail.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Cafeteria Manager, Nutrition Supervisor

Direct Reports: This job has no supervisory responsibilities

BUDGET AND/OR RESOURCE RESPONSIBILITY: This job has no budgetary responsibilities.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions 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 the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk			X	
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste				X
Smell				X

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy		X		
Coordinate				X
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)			X	
Work near moving mechanical parts				X
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions	X			
Extreme cold (non-weather)		X		
Extreme heat (non-weather)			X	
Risk of electrical shock		X		
Work with explosives	X			

Risk of radiation	X		
Vibration		X	

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date