

Job Description

Position: **Cook**

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

- Preparing, cooking and serving meals for all kitchen sites as needed.
- Preparing of large quantities of food with attention to economy and efficiency of the kitchen.
- Operating all kitchen equipment in a safe manner.
- Complying with all prescribed food handling standards and techniques and participating in required continuing education about same.
- Maintaining a high standard of sanitation in food preparation.
- Cooperating and communicating with other school staff, public, parents and students to promote a positive school climate.
- Performing related duties, as required.

POSITION: **Cook**

DATE:

Physical Requirements:	Sedentary	Light	Medium	Heavy	Very Heavy
		Never 0%	Occasional 1-32%	Frequent 33-66%	Constant >66%
A. Standing					X
B. Walking				X	
C. Sitting			X		
D. Bending / Stooping				X	
E. Reaching / Pushing				X	
F. Climbing			X		
G. Stooping / Kneeling / Crouching / Crawling			X		
H. Reaching / Handling					X
I. Speaking / Hearing				X	
J. Seeing / Depth Perception / Color			X		
K. Classroom Maintenance (materials)		X			
L. Driving		X			
M. Lifting					
	(30 lbs. max.)			X	
	(30 lbs. or more)		X		
N. Carrying					
	(30 lbs. max.)			X	
	(30 lbs. or more x 25 feet)		X		
O. Manual Dexterity					X

OTHER REQUIREMENTS

Proficient in the use of:

Further requirements:

- Must be able to read and write English proficiently to keep records, read recipes, and the like
- Must be able to speak and understand English sufficiently to communicate with students and staff in the food line

WORKING CONDITIONS

A. **Inside** Outside Both

B. **Climatic environment: Inside facilities are climate controlled.**

I have carefully reviewed this job description and affirm the following (please initial):

____ To the best of my knowledge, I CAN fulfill all the requirements, responsibilities, and training aspects set out in this document.

____ To the best of my knowledge, I CANNOT fulfill all the requirements, responsibilities, and training aspects set out in this document.

Use this space for any comments:

Employee (Print)

Employee Signature