

Arlington School District No. 16
Job Description

JOB TITLE: Child Nutrition: Cook / Baker - Lead

CLASSIFICATION:	Classified (PSE)
LOCATION:	Central Kitchen – Presidents Elementary
REPORTS TO:	Director of Child Nutrition
HOURS:	
SALARY:	PSE Schedule

SUMMARY: Under the supervision of the Director of Child Nutrition, the Cook/Baker Lead will lead the kitchen staff in their duties. The Cook/Baker Lead will prepare, bake, cook and serve all types of food for the school meal program, and may coordinate and/or prepare catering jobs. The operation of all types of kitchen equipment may be used in the food preparation process.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Lead the kitchen staff with the assignment and accomplishment of their duties.
- Develop standardized recipes that meet nutritional guidelines.
- Prepare food for catering jobs as requested.
- Maintain ability to fully operate all cooking, baking and kitchen equipment.
- Store, dispose and record all unused food as appropriate.
- Follow recipes and adapt as needed to adjust quantity.
- May assist the Director of Child Nutrition with menu planning, record keeping and reporting.
- Lead in preparation and serving of food for the purpose of providing a quality food service program to students and staff.
- Properly handle, clean and prepare fresh fruits and vegetables.
- Assemble all types of foods for meals including, but not limited to, sack lunches, salad bar, sandwiches, ala carte and desserts.
- Perform as a team member and assist co-workers with varying levels of food preparation.
- Perform cashiering duties.
- Oversee and assist with the maintenance of the food service facility and keep equipment in an orderly, clean safe and sanitary condition.
- Review recipes and menus, estimate needed ingredients and the time required for cooking and baking a variety of foods, order food and supplies, and keep accurate inventory.
- Maintain production records and use them to prepare appropriate amounts of food to reduce waste.
- Assure that all required procedures and documentation are completed accurately and kept up-to-date.
- Assure that all staff in the kitchen are cross-trained in all tasks and able to identify and serve reimbursable meals.
- Properly and safely handle and store food ensuring freezers, refrigerators and storerooms are kept in an orderly and safe manner.
- Practice safe operating procedures and practices for self and others at all times.
- Promote and exhibit professionalism in the kitchen at all times through conduct and commitment to providing quality product and customer service.

- Observe strict confidentiality regarding student and personnel information.
- Interact and work cooperatively with kitchen and building staff, students and parents to develop positive communication.
- Demonstrate professionalism through conduct, punctuality, and minimal absences.
- Comply with all district, state, federal, and HACCP policies, procedures, and laws regarding Child Nutrition and safe food handling practices.
- Maintain the ability to be a self-starter.
- Possess the ability to follow instructions.
- Establish and maintain positive working relations with staff, students, and the public with a focus on commitment to quality customer service and courteous, helpful, friendly cooperation.
- Other duties may be assigned by the Director of Child Nutrition to accommodate the efficient operation of the department.

QUALIFICATION REQUIREMENTS: *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.*

EDUCATION and/or EXPERIENCE, LICENSES:

High school diploma or equivalent

Experience as a food service worker in a professional or institutional setting.

Cook/Baker experience

CERTIFICATES, LICENSES, REGISTRATIONS:

Current Washington State Department of Health Food Handler's Certificate

Valid Washington State driver's license (may be required)

Current First Aid/CPR card (may be required)

LANGUAGE SKILLS:

Ability to read, interpret and follow directions in the English language. Ability to effectively present information and respond to questions from students and staff.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts, such as discounts, proportions, percentages and totals and to apply concepts of basic mathematics.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete and abstract variables.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: *The physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to walk, stand, sit, stoop and bend and use the hands to handle, finger, or feel objects, tools, or controls. The employee will need the ability to lift and/or move up to 30 pounds on a regular basis and occasionally 60 pounds. Occasionally may need to push/pull/maneuver carts weighing

approximately 400 pounds. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

There are normal noises associated with common kitchen equipment. There may be frequent exposure to hot water, steam, and heat normally associated with a kitchen operation. While performing the duties of this job, the employee occasionally may walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with the public and other workers.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.