



# Sacaton School District #18

## JOB DESCRIPTION

JOB TITLE: **Food Service Cook**

Position Type: <b>Classified</b>	Department: <b>Food Service</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Food Service Director</b>
Term of Employment: <b>9 months</b>	Work Hours: <b>6:00 am to 2:00 pm</b> <b>Meals are provided</b>
Approved by: <b>Sacaton Elementary School District Governing Board</b>	

Applicants must score 80% on the structured interview process to be considered.

### **POSITION SUMMARY**

To prepare and serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

*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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**JOB GOAL:** To prepare and serve food according to a planned menu using tested, uniform recipes, and determine if the finished product is of best quality both in flavor and appearance before it is served.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIRED:**

- Must have the authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- High School diploma or general education degree (GED).
- One year related experience in food services in school institution preferred.

### **REQUIREMENTS:**

- Adhere to the District vision, mission, core values, and goals in collaboration with staff.
- Demonstrate the ability and desire to provide outstanding customer service.
- Demonstrate a high regard for confidential and sensitive information.

### **ESSENTIAL FUNCTIONS:**

- Prepares food according to a planned menu and tested, uniform recipes, and determine if the finished product is of best quality both in flavor and appearance before it is served.
- Assists Food Service Director in supervising and instructing kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
- Prepares salads, (vegetables, and fruit desserts) for serving line.
- Assists in setting up serving line and serving and storing food and equipment.
- Maintains the highest standards of safety and cleanliness in the kitchen.
- Checks food shipment into school, signing invoices only after each order has been verified.
- Determines the quantities of each food to be prepared daily.
- Determines the size of serving to meet the necessary requirements with regard to the ages of those served.
- Records all food requisitions from the storeroom and records all meals served, designating with or without milk.

- Oversees the locking of the storeroom, and maintaining of a correct monthly inventory.
- Orders on a weekly basis all necessary supplies.
- Reports immediately to the Food Service Director (or Principal) any problem or accident occurring in the kitchen or the cafeteria premise.
- Supervises cafeteria in the absence of the Food Service Director.
- Confers with the Food Service Director regarding any personnel problems.
- Reports to the Food Service Director any faulty or inferior quality food that is received.
- Supervises/assists with the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware, and utensils.
- Practice good personal hygiene, sanitation and safety rules daily.
- Serve on tray line using proper portion control to meet USDA requirements and prepares cafeteria counter.
- Store supplies in pantries, freezers, and refrigerators in proper manner.
- Assists with sweeping and mopping cafeteria, dish-room, kitchen, and refrigerators, freezers, and lockers room.
- Assists with cleaning restroom and kitchen hand bowl daily and maintaining soap and paper towel dispensers.
- Attend summer workshops and in-service when offered.
- Be courteous when dealing with students, staff and public.
- Report any needed repairs to Food Service Director as soon as they are noticed.
- Performs other related duties as may be assigned by the Food Service Director.
- The school district reserves the right to amend this job description as necessary.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Ability to read and communicate in English.
- Ability to obtain and maintain a current health card.
- Ability to be on feet for long periods of time.
- Ability to lift as required (maximum 50 lbs.)
- Maintain a well-groomed appearance and follow the SESD dress code.
- Comply with District's attendance standards as described in established guidelines.
- Team player and get along well with others.
- Demonstrate flexibility, common sense, and good judgment.
- Ability to keep abreast of information pertinent to the job.
- Meet any additional specific job requirements as indicated by the department.
- Assist other personnel as may be required to support them in the completion of their work activities.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*