

Central CUSD 301
Job Description

Job Title: Cook

Reports To: Director of Food Service, Business Manager, Head Cook

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Approved By: Superintendent

Function: Prepares menu items according to planned menus, standardized recipes and production records, follows HACCP procedures for food safety and equipment sanitation, serves menu selections to students/school staff, operates POS (Point of Sale) terminals and cleans and sanitizes equipment and utensils.

Qualifications:

- Maintain a positive attitude
- Work together as a TEAM, be a team member to all other employees in kitchen
- Willingness to learn new tasks
- Presents self in a professional manner to others and understands that honesty and ethics are essential
- Have the ability to:
 - Read instructions / recipes for menu items to be prepared
 - Use math to calculate change in amounts/portions
 - Perform work that is routine and organized
 - Communicate with students/school staff in a positive manner
- Must be able to lift up to 35 pounds with assistance
- Ability to reach, bend, stoop, push &/or pull, stand and walk
- Ability to withstand variations in temperature during the school year
- High School Diploma or GED
- 1-2 years Food Service experience a plus, but not required
- Must pass a fingerprint – based criminal background check
- Must pass pre-employment physical
- After hiring, must obtain **Food Service Sanitation Manager Certification from the State of Illinois Dept. of Public Health**
- Must meet yearly USDA Professional Standards for School Food Service employees
- Must complete the district's yearly GCN Training Modules

Responsibilities:

- Complete tasks as assigned by Head Cook
- Understand NSLP Menu Requirements, can explain what makes up a reimbursable meal
- Understand NSLP Nutrient Requirements
- Follow tested standardized recipes, measure and mix ingredients according to standardized recipes
- Participate in testing recipes
- Adhere to all HACCP regulations for sanitation, food handling – temperatures taken during preparation, cooking/holding and service; storage temperatures

- Communicate with Head Cook daily to understand and properly prepare the menu for the day
- Communicate with Head Cook, as needed, for assistance or problems completing daily menu needs, food/supply items needed to be ordered and serving requirements and equipment repairs
- Ensure food items and supplies are checked in and properly stored as they are delivered
- Organize and assist in major cleaning of refrigerators, freezers, and cooking & serving equipment at assigned times
- Proper utilization of leftovers, as instructed by Head Cook
- Maintain a constant sense of cost control
- Observe and test food being cooked by tasting and smelling, record cooking temperatures to assure menu item(s) are cooked and wholesome
- Serve food at planned portion sizes, as instructed by Head Cook
- Ensure daily cleaning and sanitization of all dishes, pans and utensils
- Adhere to Food Service Uniform Code
- Promote good public relations
- Attend In-Service Meetings as scheduled by the Director of Food Service
- Rotate with other cooks to work in all areas of the kitchen according to work schedules posted by head cook
- Must be able to work independently to complete all jobs and tasks to prepare and service meals to students
- Cooks, in assigned school sites, must be familiar with and able to operate the POS terminal
- Perform other related duties as requested by the head cook and/or Director of Food Service