



A World-Class Community of Learners

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
B	2	1	

JOB TITLE	CONTRACT REFERENCE
Prep Cook-High School	Food Service

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Cook Manager High School	June 2017

JOB SUMMARY Responsible for assisting kitchen managers in planning, preparing and serving all USDA/MDE program meals and snacks adhering to all federal, state and school district guidelines for nutrition quality, acceptance, food safety & sanitation. Fulfills the job functions of the Assistant Cook Manager when absent.

TASK NO.	FREQUENCY	BAND/GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	Creates and assembles food for any line based on daily needs of menu. Maintains quality control for all products.	50%
2.	Participates in organizing and sending all transport food.	20%
3.	Analyze & calculate recipes and amounts of food needed, assist cook manager and assistant with food orders based on recipe needs.	3%
4.	Serve on any meal line as needed. Replenish any/all serving lines as needed.	10%
5.	Proficient in all food safety standards including proper cooling and storage of leftover food.	2%
6.	Clean counters, tables, and all commercial equipment to maintain a clean, safe kitchen.	1%
7.	Proficient in all meal patterns and food production records.	5%
8.	Knowledgeable of student accountability system and POS.	3%
9.	Attends workshops and training to maintain and further knowledge and performance. Participates in all district planned training and in-service.	1%
10.	Assists others when needed and completes other duties as assigned.	1%

JOB TITLE

High School Prep Cook

CONTRACT REFERENCE

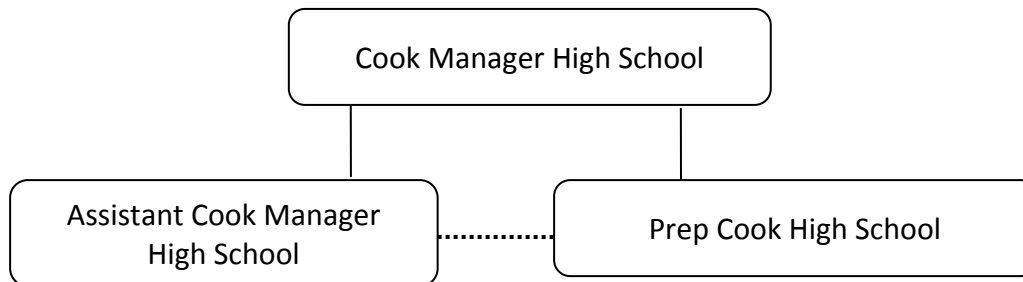
Food Service

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11.	Maintains positive customer relations with students and faculty.	3%	
12.	Assists in the opening and closing of the kitchen for the year.	1%	

QUALIFICATIONS (Specific training or job experience required before appointment)

1. High School Diploma or equivalent
2. Level 1 Certification preferred (must be obtained within 1 year)
3. Experience in training and giving work direction preferred
4. Ability to take direction of supervisor
5. Ability to keep information confidential
6. Ability to relate and communicate with students and staff
7. Willingness to expand skills

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

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 employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

NON EXEMPT

Not to exceed 40 hours per week.