

Glide School District

Job Description

Job Title: Nutrition Services Cook
Assignment: Designated School Campus
Reports To: Nutrition Services Director
Evaluated By: Nutrition Services Director
FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, assists in any area of food preparation in a school kitchen in a sanitary and orderly manner and does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of the position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Assists the Head Cook in performing routine preparation duties.
2. Assists in routine preparation of food and clean up duties.
3. Performs cleaning and dishwashing and other limited skilled duties in a kitchen.
4. Maintains a safe and clean working environment.
5. May be responsible for preparing either baked products, main entree or other food items as assigned.
6. Assists in setting up the line and serving food. May be responsible for evaluating meals at point of service, collecting meal cards or recording meals on a meal-counting computer.
7. May be responsible for cleaning any of the equipment (hoods, ovens, deep fat fryers, etc.) used in the preparation and service of the meals.
8. Assists in the general cleaning of the kitchen.
9. Assumes charge of the lunchroom and kitchen in the absence of the head cook as designated by the supervisor.
10. May transport food or assume duties of a higher classification on a temporary basis.
11. Assists in the serving, evaluation of trays at point of service, the collection of meal cards or the operation of a meal-counting computer.
12. Fulfills other related duties as assigned or assumed.
13. Maintains a high standard of personal cleanliness and good grooming as per sanitation code and District and department policy.
14. Interacts thoughtfully and courteously with students, staff, administrators, and parents and resolves conflict in a professional manner.
15. Provide impeccable customer service.
16. Appropriately maintains and secures confidential records and inquiries.
17. Professionally represents the school and the District in interactions with parents, community, staff, and students.
18. Maintains appropriate certifications and training hours as required.
19. Attends work daily as assigned and is punctual.
20. Adheres to daily schedule.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position do some or all of the following tasks. Other related duties may be assigned.

1. Attends in-service trainings and staff meetings as requested.
2. Trains student workers.
3. Completes online training courses as required.
4. Mandatory reporter for suspected child abuse to the Child Welfare Office or a law enforcement agency as obligated by law. If you suspect a known child in the District is being abused, you must also report it to your supervisor.

QUALIFICATIONS

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The equivalent combination of experience, training, certification, education or degree that provides the required knowledge, skills and abilities may be used as an alternative to prerequisites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must pass pre-employment drug testing.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED).
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to interact with students, staff and vendors appropriately. Creates a warm and welcoming atmosphere for students and staff.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read, comprehend and interpret simple instructions, safety rules and operating instructions. Ability to verbally respond to common inquiries from students and staff.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent. Ability to handle moderate amounts of money and account for monies received.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instruction in written, oral or diagram form. Ability to deal with problems involving several variables in a variety of situations.
- **Technology Skills:** General knowledge of computer usage and ability to use e-mail, internet, database, spreadsheets and word processing software.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District and federal requirements, including a valid Oregon Food Handlers card prior to employment and a CPR/First Aid card as required.

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.

- Regularly required, in an 8-hour day, to sit for 1-3 hours; stand/walk/move around for 6-8 hours; drive 1-3 hours.
- Regularly required to talk and hear.
- Regularly required to use hands to finger, handle or feel objects, tools or controls.
- Lifting 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

- Frequently required to stand or walk (occasionally on an uneven surface), reach with hands and arms, stoop, squat, climb stairs and/or bend.
- Occasionally required to travel within the district, and infrequently travel outside the district.
- Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus, depth perception 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.

The work environment is in a standard kitchen/cafeteria setting. The noise level in the work environment is usually moderate to high depending upon the time of day and student population. May be exposed to a variety of conditions including: wet or humid and work near moving parts, toxic chemicals, fumes, airborne chemicals, extreme cold and extreme heat (ovens, dishwasher).

WORKPLACE EXPECTATIONS

- The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.
- In every aspect of this position, employee must exercise honesty and ethical behavior, including but not limited to: in communication and relationships with staff, students and the public; use of time and district property as well as representation of absence from duty leave.
- The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
- The employee maintains the integrity of confidential information relating to student, family, colleague or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
- The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.

Prepared By: GSD & OSEA Reviewed By: GSD & OSEA Approved by Committee: GSD & OSEA

Prepared Date: August 2018 Reviewed Date: October 2018 Adopted: October 2018
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I have read and understand this job description.

Signature:

Date:
