

HILLSBORO CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **COOK**

File 802

Reports to: Head Cook

Job Objective: Prepares and serves meals. Maintains high standards that support the effective delivery of quality food services. Maintains an orderly and sanitary kitchen.

Minimum • High school diploma or GED.
Qualifications: • Meets all mandated health screening requirements.
 • A record free of criminal violations that would prohibit public school employment.
 • Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
 • Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
 • Ability to establish working relationships with co-workers and function as part of a cohesive team.
 • Commitment to keep current with skills essential to the objectives of the position.
 • Food production skills and the ability to prepare standardized recipes using commercial kitchen equipment. Successful completion of a board-approved sanitation/food safety course.
 • Ability to comply with nutrition, health, and safety laws/regulations.
 • Ability to accurately measure, weigh, and adjust recipe ingredients.
 • Ability to interact comfortably and confidently with the public.

Essential The following are typical work responsibilities. A reasonable accommodation may be made to
Functions: enable a qualified individual with a disability to perform essential functions.

- Checks/confirms assignments. Carefully follows directions. Seeks clarification when expectations and/or procedures are unclear. Takes the initiative to perform routine tasks independently.
- Refers district policy questions to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Carefully uses products and supplies to control costs and reduce waste. Advises a supervisor about the need for additional supplies.
- Assists with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages and spoiled products. Organizes, stores, dates, and rotates stock as directed.
- Follows the published menus. Prepares meals for students with dietary restrictions as directed.
- Uses standardized recipes to maintain quality control. Monitors production sheets.
- Monitors compliance with district specifications and mandated regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, etc.). Monitors temperature controls.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Sets up serving lines. Assists with the attractive presentation of food. Replenishes supplies to maintain an orderly flow of customers. Promptly provides substitute menu items as needed.
- Operates the cash register as directed. Ensures that money is exchanged correctly. Monitors students to help maintain orderly behavior. Does not leave the cash register unattended.
- Accounts for all lunches.
- Operates the dishwasher. Monitors water temperature to ensure proper sanitizing cycle.
- Follows established sanitization procedures to properly wash dishes in three compartment sink. Hand washes all cookware (e.g., pots, pans, trays, cutlery etc.).
- Cleans/sanitizes work surfaces, equipment, serving lines, dining tables, kitchen area, etc.
- Ensures that leftover food, kitchen supplies, and equipment are properly stored.
- Secures equipment/work areas as directed.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Prepares for fire, health, and safety inspections. Learns how to operate fire/safety equipment. Documents all injuries that require treatment.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Supports workplace initiatives that enhance personal productivity and advance district goals.
- Maintains a professional appearance. Wears work attire appropriate for the position.

- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains accurate records and submits required paperwork on time.
- Maintains an acceptable attendance record and is punctual.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.
- Reacts productively to interruptions and changing conditions.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing tasks that require strenuous physical exertion.
- Performing repetitive tasks for prolonged periods.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Hillsboro City School District Board of Education.

The Hillsboro City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and unforeseen events.

Revised: September, 2009

I have received a copy of this job description for my present position.

Signature

Date