

Cape Girardeau Public School District No. 63 Job Description

Job Title: Cook

Terms of Employment: 9 month contract; 173/174 days

Reports To: Cafeteria Manager/Nutrition Service Coordinator

FLSA Status: Non-Exempt

The Nutrition Services Cook utilizes, maintains, and carries out the district approved computerized cashiering programs, and also monitors and maintains accurate student/adult meal accounts. The Nutrition Services Cook also prepares all of the food, cleans the kitchen areas, and maintains records of meal counts and deposits.

Hours: 6.50 hours per day (6:30 a.m. - 1:00 p.m.)

Starting wage: \$9.00 per hour (or current Nutrition Services cafeteria rate)

Required Qualifications:

- High school diploma or equivalent.
- Successful completion of food services sanitation and/or nutrition credentialing must be completed after hire
- Proficiency in Microsoft Office programs including Word, Excel, and PowerPoint.
- Ability to work on multiple projects at once.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain confidentiality at all times.
- Demonstrate excellent organizational and planning skills; including ability to prioritize.
- Ability to work well under pressure.
- Ability to work with others on multiple tasks/projects and complete assignments with specified deadlines.
- Ability to lead and offer guidance to others.
- Ability to meet deadlines and to manage time appropriately.

Desired Qualifications:

- Related job experience working a school nutrition service program, commercial food service operation or similar field.
- High level of communication skills, both oral and written.
- Experience in organizational leadership, curriculum development, and research.

Essential Duties and Responsibilities:

- Complies with all Federal and State regulation, local and State requirements, and school policies.
- Assists with all food production, preparation, and service.
- Assists with meal counts and recoding of meal counts.
- Makes suggestions for improving monthly participation.

- Assists with kitchen and cafeteria area cleaning.
- Assists with ordering and monitoring of USDA donated food.
- Assists with ordering and monitoring of purchased food and supplies.
- Participates in SFS workshops and supports SFS activities.
- Assists with special activities and banquets.
- Complies with any reasonable oral or written directives from the School Cafeteria Manager, Food Service Coordinator, or any other appropriate administrator.
- Calculates daily deposits and daily meal counts.
- Maintains records needed to support meal counts and deposits.
- Assists with special activities and banquets.
- Performs other duties as assigned.

Physical Demands/Environmental Factors:

Employee must be able to lift and carry up to 30 pounds; able to tolerate constant standing, must have good hearing, hand-eye and mind-eye coordination; able to tolerate frequent repetitive motions with wrists, hands and fingers; able to tolerate bending over, stooping, holding and crouching; able to tolerate occasional subjection to cold temperatures below 32 degrees when removing or storing food in freezers; able to tolerate atmospheric conditions of odors and mists; and willing to wear special clothing and head covering. Employee must be alert to the following potential hazards: care must be taken to avoid cuts to self in use of kitchen utensils or operation of kitchen appliances; caution required to avoid potential for burns; and effort must be made to avoid being occasionally subjected to any mechanical and electrical hazards.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
 Human Resource Coordinator