

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **FOOD SERVICE COOK**

SUPERVISOR: Kitchen Manager/Director of Food Service

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. Must have food handler's license.
2. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNTCIONS:

1. Prepare foods as specified on menus and/or according to plans set by the Director of Food Service to provide nourishing meals to the districts' students and staff.
2. Perform food handling, line service or table service under strict safety and sanitary guidelines and regulations for the purpose of complying with state regulations.
3. Assess amounts of food as directed and replenish food in the line as required so food delivery is within the specified time allotted.
4. Implement local and governmental policies and regulations as required for the purpose of complying with state and city regulations.
5. Store and shelve food supplies in an orderly manner for the purpose of providing a safe and orderly work environment.
6. Abide by practices and procedures to safely lift and carry supplies for the purpose of personal safety for each employee.
7. Practice safe operation of food service equipment and meet all district safety requirements for the purpose of complying with State regulations.
8. Clean food service areas, maintain sanitary conditions, wash hands upon arrival, and wear a hairnet during work hours for the purpose of complying with state regulations.
9. Perform major cleaning of refrigerators, storerooms, and ovens at regularly scheduled intervals as required for the purpose of providing a sanitary work place.
10. Store chemicals and other possible food contaminants appropriately as required to avoid any contamination issues.
11. Observe and report possible contamination, sanitary or safety conditions to Director of Food Service for the purpose of keeping with state and local regulations.
12. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
13. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Ability to maintain a neat and clean appearance.
2. Ability to lift up to 50 pounds on a daily basis.
3. Ability to pull or push heavy objects.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008