FOOD AND NUTRITION SERVICE COOK

JOB DESCRIPTION

DIVISION: Leadership Services and Planning	**GRADE:** Blue Collar – Level II
DEPARTMENT: Food and Nutrition Services	**WORK DAYS:** 190
REPORTS TO: Food and Nutrition Service Manager	**FLSA STATUS:** Non Exempt
ESSENTIAL PERSONNEL: No	

POSITION SUMMARY

To perform work necessary for preparing and serving nutritious and attractive meals in accordance with federal, state and local regulations.

MINIMUM REQUIREMENTS

High school diploma or equivalent

CERTIFICATION: N/A

WORK EXPERIENCE:

- One (1) year experience in school food service
- Successful completion of two (2) Martin County Food and Nutrition Department approved classes; one to include safety and sanitation and the second to include food preparation or any other approved class

PREFERRED QUALIFICATIONS

- Knowledge of quantity cooking and ability to follow quantity recipes
- Knowledge of equipment used in quantity cooking
- Knowledge of safety and sanitation procedures
- Ability to read recipes and adjust recipes for the correct amount of food to be used based on the anticipated number of servings needed
- Ability to work harmoniously with students, faculty, staff and fellow workers and provide friendly food service to participants
- Ability to organize, plan and prioritize activities
- Ability to communicate effectively, both orally and in writing
- Ability to follow directives and work as a team member
- Ability to compile reports in a concise and efficient manner when assigned
- Basic computer knowledge and skills

SUPERVISES

N/A

ESSENTIAL DUTIES

- Batch cook all hot food as daily schedule indicates
- Follow standardized recipes to prepare food items, including baked items
- Calculate amount of ingredients needed based on servings to be produced, assemble ingredients, handle and store according to HACCP (Hazard Analysis of Critical Control Points) procedures
- Assemble ingredients needed according to recipes and calculate servings
- Check in deliveries from vendors as directed and store appropriately
- Clean and sanitize equipment
- Continually record food temperatures
- Store and label leftover food according to procedures

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- Perform other duties as assigned

Professionalism:

- Demonstrates prompt and regular attendance
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Effectively communicates a team attitude

Working Conditions: Works in kitchen environment; works with hands in hot water and chemicals approved for use in the School Nutrition Program; may involve exposure to extreme heat and cold.
Physical Demands: Ability to lift and carry a minimum of 50 pounds; ability to lift with the use of a ladder in high places; must be able to properly lift heavy items from a stooping position.
Medium Work: Involves exerting up to 20 to 50 pounds of force occasionally or up to 10 to 15 pounds of force frequently.
Vision: (Which may be corrected) to read small print; view a computer screen for prolonged periods.
Hearing: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.
Speech: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.
Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Environmental Conditions: encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
Minimum Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Persons new, rehired or transferred to the job classification **are** subject to a physical demand testing requirement to confirm they are capable of the required physical demands of this position.

The included link provides an overview of the Post Offer Employment Testing (POET)

https://youtu.be/d3W8NVnWryo

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act.

This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.

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