

LIBERTY COMMUNITY UNIT SCHOOL DISTRICT #2

JOB DESCRIPTION

TITLE: COOK

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Health: Certification of good health signed by a licensed physician. Be free of communicable diseases.
3. Demonstrated aptitude or competence for assigned responsibilities.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Reports to work in appropriate uniform, as determined by the cafeteria supervisor.
6. Practices good grooming habits, with regard to personal hygiene, unquestionable cleanliness of body, clothing, hair, neat appearance, make-up, hair, and posture.

REPORTS TO: Cafeteria Manager

JOB GOAL: To serve the students attractive and nutritious meals in a clean, efficient and friendly atmosphere.

MINIMUM PERFORMANCE EXPECTATIONS:

1. Prepares and serves food in a quick and pleasant manner.
2. Is ready to serve lunch on time and assumes responsibility for seeing to it that during meal service periods the supply of food offered is replenished regularly.
3. Assists in the daily clean up of the kitchen and service areas.
4. Performs major cleaning of cafeteria equipment and storerooms at regularly scheduled intervals as designated by the cafeteria supervisor.
5. Assumes responsibility for storage and disposal of unused foods.
6. Reports to work on time and follows all directions carefully.
7. Remembers and practices safety precautions at all times.
8. Uses a quiet, pleasant tone of voice when speaking to children, remembering that the lunchroom employee is a part of the educational system and should be proud of the fact.
9. Has a pleasant attitude, and works cooperatively in a team-like spirit with fellow workers in the joint effort of maintaining a smooth and efficient operation of the school cafeteria.
10. Attends workshops as requested by the cafeteria supervisor.
11. Follows instructions and directions related to the task at hand as given by the cafeteria supervisor.
12. Learns and practices safe food handling procedures.
13. Assist in making sure we provide a safe environment for students, as per the risk management plan.
14. Other duties may be assigned by the administration or immediate supervisor.

EQUIPMENT USED:

Slicer, mixer, dish washer, oven, braising pan, steam table, hot cart, disposal, broom and wet mop.

WORKING CONDITIONS/ PHYSICAL DEMANDS:

The working conditions described should be 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.

While performing the duties of this job, the employee is frequently required to use hands to handle, or feel products, objects, tools, or controls; talk and hear. The employee is required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

I reviewed this job description and discussed its contents with my supervisor. I believe it accurately reflects the duties of this position.

Print Name

Signature of Staff Member

Date

I reviewed this job description and discussed its contents with the staff member whose signature appears above. I believe it accurately reflects the duties of this position.

Signature of Supervisor

Date

ADOPTED JUNE 15, 2005