

# Moencopi Day School

## POSITION DESCRIPTION

<b>TITLE:</b>	Cook
<b>EMPLOYMENT:</b>	School Year (non-exempt)
<b>SUPERVISOR:</b>	Chief School Administrator
<b>PRIMARY RESPONSIBILITY:</b>	To be part of the Food Service Department operation team, who is responsible for preparing and serving wholesome, well-balanced and nutritional meals and snacks to students. The cook in collaboration with the Food Service Supervisor is responsible for the preparation of all meals and the operation of the kitchen.
<b>ADHERENCE TO:</b>	Hold a firm belief and commitment to MDS philosophy, vision and mission.

### QUALIFICATIONS

- Required to have a High School Diploma or GED;
- Preferred 32 hours of coursework in Culinary Arts or related field;
- Required two (2) years of work related experience, educational setting a plus;
- Strong organizational skills with the ability to multi-task, meet changing priorities and timelines;
- Ability to communicate and work well with staff and students;
- Required valid Food Handlers, CPR and First Aid Certification;
- Must be able to pass a Background Check and a physical examination;
- Required a valid Driver's License;
- Must pass Background Check with Navajo Nation and/or Hopi Tribe, Arizona Department of Public Safety and Federal;
- Must in their background reference check, demonstrate successful, positive, multi-year employment and performance of duties at each of the last three (3) employment positions.
- Must be computer literate;
- Hopi/Native American Preference;
- Excellent communication skills; ability to communicate and work well with staff, students, parents, and community.

### PHYSICAL REQUIREMENTS

- Ability to lift or move objects weighing up to fifty (50) pounds.

### RESPONSIBILITIES

- Prepares and cooks a variety of meats, vegetables, bread items, desserts and accompany items for consumption by students in the school cafeteria;
- Prepares special food items for banquets, field trips, school picnics and parties;
- Develops or following a pre-established menu, using expertise to substitute items as necessary;
- In collaboration with all Food Services, staff assures that the school kitchen is in compliance with applicable tribal, state and/or federal health and safety requirements;

- Assists in the setting up serving lines, preparing food items prior to cooking, serving food to students, monitoring student assisting in serving, gathering and measuring ingredients prior to cooking, setting up condiments and simple cooking duties;
- Assists in taking food inventories and preparing orders and reports; assists in receiving food and other supplies, checking quality codes, storing and rotating in accordance with guidelines;
- Assists in the preparation and completion of monthly and year end reports and other required documentation;
- Assists in maintaining proper safety and sanitation conditions in all areas of the food service department and outside areas; reporting needed maintenance;
- Helps assure proper care and maintenance of kitchen equipment;
- Assist in monitoring student's behavior in the cafeteria or in the nearby areas of the cafeteria;
- Will make collaborative efforts to assist in reaching school improvement goals.
- Will spend additional time with MDS students within and outside classroom to reach AYP;
- Will be in daily attendance of 90% or better on a monthly basis.

**OTHER REQUIRED RESPONSIBILITIES**

- Attends staff meetings and all required school in-service program activities and participate in school committee meetings;
- Be responsible for own involvement as a contributing member involving group decisions and the development of a positive, cooperative building environment;
- Be responsible for following accountability procedures; know and observe Board policies and regulations;
- In the event of absence, contacts his/her immediate supervisor within the specific time to ensure coverage of duty area;
- Provides Quality Customer Service;
- Performs other duties as assigned.

**ACKNOWLEDGEMENT**

By signing this, I acknowledge that I have read, understand and have discussed this position description with my supervisor. I understand the responsibilities of this position and am prepared to accept these responsibilities.

APPLICANT PRINT NAME \_\_\_\_\_SIGNATURE \_\_\_\_\_DATE\_\_\_\_\_

SUPERVISOR PRINT NAME \_\_\_\_\_SIGNATURE \_\_\_\_\_DATE\_\_\_\_\_