

Hotevilla Bacavi Community School
POSITION DESCRIPTION
Approved: March 13, 2026



TITLE: Cook	EMPLOYMENT: 10 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Support

GENERAL STATEMENT OF RESPONSIBILITIES: The Cook is an integral member of the food service staff. The Cook must work well with others, take responsibility for their actions and consistently pay attention to details. Prepare and provide healthy meals to HBCS students and as requested school functions.

I. QUALIFICATIONS

1. High school diploma or GED
2. Must have Food Handler's certification
3. One year experience with food preparation for school or institutions preferred
4. Be able to reach, bend, stoop and frequently lifts 50 pounds
5. Be able to work in a standing position for long periods of time
6. Knowledge of school food service and high volume food preparation operation
7. Knowledge of Hopi Culture/Language preferred
8. Must have or obtain CPR and First Aid certification
9. Must have valid Arizona Driver's license
10. Must pass state, federal and local criminal background checks
11. As a minimum qualification, applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last 5 years of employment

II. DUTIES AND RESPONSIBILITIES:

1. Develops or following a pre-established menu, using expertise to substitute items as necessary;
2. Prepares special food items for banquets, field trips, school picnics and parties;
3. 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;
4. Assists in 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;
5. 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;
6. Assists the Support Service Clerk in the preparation and completion of monthly and year end reports and other required documentation such as NSLP claims.
7. Helps assure proper care and maintenance of kitchen equipment;
8. Assumes responsibility for quality of products served
9. Portions food products prior to cooking according to standard portion sizes and recipe specifications
10. Complies with the National School Lunch Program
11. Demonstrates proficiency proficient in the use of a utilizing wide range of kitchen tools and
12. Completes required tasks within assigned time frame
13. Assist in monitoring student's behavior in the cafeteria or in the nearby areas of the cafeteria;

14. Will make collaborative efforts to assist in reaching school improvement goals.
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16. Will be in daily attendance of 90% or better on a monthly basis.

III. OTHER REQUIRED RESPONSIBILITIES

1. Attend staff meetings and all required school in-service program activities.
2. Be responsible for own involvement as contributing member involving group decisions and the development of a positive, cooperative building environment.
3. Be responsible for following accountability procedures; know and observe Board policies and regulations.
4. Account for school and school property, as required.
5. Provide Quality Customer Service.
6. In the event of absence, contacts his/her immediate supervisor within the specific time ensure coverage of duty area.
7. Performs other duties as assigned by supervisor.

IV. SUPERVISION RECEIVED BY: Principal

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Hotevilla Bacavi Community School Board functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations, or school policies.

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor

APPROVED BY: _____ DATE: _____
Governing School Board