

## SCHOOL DISTRICT OF JACKSON COUNTY

### JOB DESCRIPTION

#### COOK

##### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Successful completion of the Introduction to Jackson County School Food Service Course.
- (3) School cafeteria experience preferred.

##### KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of methods, materials and equipment used in cooking a variety of foods on a large scale, along with food values and nutrition. Considerable knowledge of health, sanitary and safety procedures involved in the work. Ability to understand and carry out oral and written communications. Skilled in the preparation and cooking of various foods on a large quantity basis. Ability to document and maintain reports.

##### REPORTS TO:

Cafeteria Manager

##### JOB GOAL

To prepare and cook items following a menu prepared by a supervisor in a clean, attractive, and sanitary manner.

##### SUPERVISES:

N/A

##### PERFORMANCE RESPONSIBILITIES

- (1) Operate, maintain and clean equipment, machinery, and appliances (i.e., chopper, grinder, slicer, mixer, oven, stove, steamer, freezer, food warmer steam table).
- (2) Inventory supplies for cooking; check and order food and supplies through the Cafeteria Manager.
- (3) Prepare reports regarding products cooked; keep records of recipes used in cooking; account for leftovers and provide such information to Manager.
- (4) Participate in staff development activities.
- (5) Organize and plan materials for the daily menu.
- (6) Prepare all types of food, such as vegetables, meats, soups, salads, sandwiches and desserts; cook and season food according to recipes; mix ingredients and add condiments according to standardized recipes, personal judgment or as directed; test cooked food to determine if properly cooked and seasoned; prepare hot and cold beverages; portion products for service.
- (7) Analyze ways to improve daily operations.

**Board Approved April 20, 1998**  
**Amendment Board Approved April 15, 2003**

**COOK (Continued)**

- (8) Serve menu items on time.
- (9) Use of health, sanitary and safety procedures during both preparation and clean-up.
- (10) Use effective, positive interpersonal communication skills.
- (11) Perform other incidental tasks consistent with goals and objectives of this position.
- (12) Other duties assigned by the immediate administrator or supervisor.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Approved Unit Compensation plan, pay grade 12-14  
10 months  
Variable hours

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.