

Cook Job Description

Purpose: The Cook assists in the preparation and serving of food, and in the cleaning and maintenance of kitchen facilities. To accomplish these tasks the Cook must work closely with the staff and administration of Derby Public Schools.

Responsible to: Food Service Supervisor, Lead Cook, Central Kitchen Manager and Receiving and Delivery Coordinator

Salary: Food Service Schedule, Level 2

Date: July 2019

Qualifications:

1. Three years experience in food preparation is preferred.
2. Successful completion of KSDE's food safety training requirement within the first six months of employment.
3. Cooks working more than 20 hours per week must complete at least 6 hours of annual continuing education and cooks working less than 20 hours per week must complete at least 4 hours of annual continuing education and training in order to meet USDA professional standards requirements. (This training is in addition to the food safety training required for the first year of employment.)
4. Desire to continue career improvement.

Essential Functions:

1. Knowledge, Skill and Abilities

- a. Assist in preparing and serving food.
- b. Assist in cleaning and maintaining kitchen facilities.
- c. Ensure that all activities conform to district guidelines.
- d. Communicate effectively with all members of the school district and community.
- e. React to change productively and handle other tasks as assigned.
- f. Prepare food as per directions and guidelines.
- g. Ensure that all food preparation is done in a timely manner as to meet schedules.
- h. Must have working knowledge of basic math applications and computations.
- i. Appropriately operate all equipment as required.
- j. Support the value of an education.

- k. Support the mission and philosophy of Derby Public Schools.
- l. Comply with all district policies, rules and regulations.

2. Physical Requirements/Environmental Conditions:

- a. Requires the ability to sit or stand for prolonged periods.
- b. Requires the ability to manually move, lift, carry, pull, or push heavy objects or materials.
- c. Requires the ability to stoop, bend and reach.
- d. Must be able to work in noisy and crowded environments.
- e. Must be able to work in and around fumes and odors.
- f. Must maintain appropriate levels of personal hygiene and sanitation.
- g. Must follow district guidelines for professional food service dress code.
- h. Must comply with district, state, and federal sanitation guidelines.
- i. Must be able to work with dish washing liquids and powders, solvents and other cleaning chemicals.
- j. Must be able to work with materials of intense heat or extreme cold.
- k. Must be able to lift 40 pounds occasionally.
- l. Must be able to lift 25 pounds repeatedly.
- m. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

- 1. Prepare and serve food and clean kitchen equipment as directed.
- 2. Maintain proper sanitary and safety practices.
- 3. See that district policies are observed at all times.
- 4. Keep abreast of new information, innovative ideas and techniques.
- 5. Must have knowledge of the National Components of the National School Lunch Program.
- 6. Other duties as assigned by the Lead Cook, Central Kitchen or administrative staff.
- 7. Ensure accuracy of food quantities sent to schools.
- 8. Follow standardized recipes.
- 9. Inform Central Kitchen Manager of inferior product quality and products not meeting specifications.
- 10. Adhere to all district health and safety policies.
- 11. Other duties as assigned by the Food Service Supervisor, Kitchen Managers and Food Service Coordinator, which are consistent with the general requirements and qualifications of the position.