

Cook/Baker - High School

Job Description

Gettysburg Area School District · 900 Biglerville Road · Gettysburg, PA 17325-8007

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Position Level: VI

Supervisor: Food Services Director

Work Schedule: 6 Hours Per day/30 Hours Per Week/9 Months Per Year

Basic Job Function:

This job involves a variety of routine work performed under standard operating procedures. Work is performed under supervision of Kitchen Manager. Includes being cross-trained in baking, prep, deli, utility and serving stations.

Education and Experience:

High school diploma or GED required
Post-secondary courses beneficial
Related experiences
Knowledge of basic work area operations and procedures
Sanitation Certification preferred

This position holder must abide by the District Policies and Administrative Guidelines and be able to use the Essential Skills to perform the Typical Duties listed on this Job Description. It is the responsibility of every employee to inform his/her supervisor regarding need for reasonable accommodation.

TYPICAL DUTIES

Follow and enforce kitchen safety, sanitation standards and cleaning schedules
Follow menu instruction sheets when serving on line
Knowledge of meal pattern
Complete kitchen work assigned by kitchen manager
Help in kitchen with scrubbing, sweeping and mopping as needed
Responsible for knowledge and use of dishwasher
Establish good rapport with students, staff, administrators and public
Ability to use all equipment in kitchen
Responsible for proper storage and use of food items used
Prepare items determined for daily use according to work tablet
Maintain and restock serving line products to enhance eye appeal
Strive to continually improve skills using appropriate methods
Perform other duties as assigned by Supervisor

ESSENTIAL SKILLS

Physical Demands - Employee must be able to:

Stand for extended periods of time
Walk for extended periods of time
Sit for limited periods of time
Frequently bend, stoop, twist, reach, grasp, push, pull, climb, squat, kneel, etc.
Use hand strength to handle objects, tools, or controls
Perform moderate lifting - up to 50 pounds
Use weight bearing equipment to perform heavy lifting over 100 pounds
Have the manual dexterity to prepare documents and use office equipment
Perform repetitive movement of fingers and hands for keyboarding
Climb/descend full flights of stairs

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Sensory Abilities - Employee must have the ability to use:

- Visual acuity to read
- Visual, verbal, and hearing acuity to interact with others
- Interpersonal skills to communicate effectively with others
- Appropriate language
- Proper manners

Work Environment - Employee must be able to:

- Function effectively in a variety of conditions
- Primarily work indoors
- Perform effectively in a noisy environment
- Maintain a safe and sanitary environment

Temperament - Employee must be able to perform:

- Effectively in a collaborate team environment
- Cooperatively, congenially and be service-oriented
- In an environment with frequent interruptions
- Under various pressures
- Effectively with people of various ages
- Patiently, maturely, and be caring with others

Cognitive Ability - Employee must have the ability to:

- Follow written and verbal directions
- Complete assigned tasks with minimal supervision
- Perform independently within the limits of assigned responsibility
- Independently make work-related decisions
- Operate the kitchen in the absence of other authority
- Organize and manage your work area
- Handle stressful situations with others
- Give instructions to others
- Be self motivated
- Manage and prioritize multiple tasks effectively
- Assess how others can benefit from your help
- Use correct grammar, sentence structure and spelling
- Use written communication effectively
- Perform mathematical computations
- Be flexible in dealing with others

Specific Skills - Employee must have the ability to:

- Learn and use new technology effectively
- Implement changes
- Format various reports for clarity and content
- Appropriately handle confidential information
- Use leadership skills and managerial skills
- Utilize knowledge of various equipment
- Schedule and perform routine operations
- Supervise and instruct others in various activities
- Use knowledge of laws relating to security of operations and activities
- Handle routine and emergency situations effectively

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Be flexible
Know basic first aid
Follow a time schedule

License:

None required

Comments:

Must have a friendly, helpful personality and be able to perform in a fast-paced work environment with many disruptions, and do so with a high degree of accuracy. Strive constantly to promote the safety, health, and comfort of students, teachers, and staff. Possess maturity and ability to effectively deal with stressful situations with all ages and types of people. Needs emotional stamina to function under pressure in a fast-moving office/building environment and complete the necessary daily operational duties. Must be friendly, helpful, and patient while working with children to make the lunchroom a positive learning experience. Also must have the ability to interact effectively with parents.

Evaluation: The employee will be evaluated annually according to Board Policy #512.

ACKNOWLEDGMENT:

Employee: The signature below indicates that I have read, understand, and can use the Essential Skills to perform the Typical Duties and complete the assignments that appear on this Job Description.

Employee Signature: _____

Date: _____

Supervisor/Administrator: _____

The Gettysburg Area School District is an Equal Opportunity Employer.

Approved copy to:

Employee Handbook
Supervisor/Administrator
Personnel File