

Position Description:  
Lakeville Area Public Schools

**POSITION TITLE:** Part Time Cook, Ala Carte  
**DEPARTMENT/BUILDING:** Student Nutrition/District Wide  
**TITLE OF IMMEDIATE SUPERVISOR:** Cook Manager  
**BARGAINING UNIT:** Student Nutrition  
**EXEMPT/NON-EXEMPT:** Non-Exempt  
**LOCATOR (HR use only): 008**

**POSITION SUMMARY:** Under direction of the Cook Manager, the Part Time Ala Carte Cook, is responsible for managing and maintaining the safe and efficient planning, preparation, service, safety, and sanitation of food prepared and sold in the ala carte area.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

The essential functions of this position may include, but are not limited to, the following fundamental duties:

1. Independently organizes, prioritizes and implements all aspects of the daily ordering, receiving, storage, preparation, organization and service of foods served in the ala carte area.
2. Rotates inventory of ala carte items to ensure the optimization of quality and minimize waste.
3. Maintains inventory of items used in ala carte and generates food orders to ensure ala carte items are ordered in correct quantities.
4. Establishes daily plan to ensure that ala carte items are stocked or prepared in correct quantities and ready to serve when needed.
5. Maintains sanitation and safety in all aspects of food handling and equipment care including monitoring food & equipment temperatures and proper cleaning and sanitizing.
6. Accurately and competently executes functions involving point of sale, cash handling and computer programs.
7. Assists with all aspects of meal preparation, set up, service and clean up.
8. Demonstrates positive interpersonal skills and exhibits good customer service.
9. Safely and competently operates large commercial cooking equipment such as mixers, ovens, steamers, slicers, VCMs, and dishwashers as assigned.

**REQUIRED QUALIFICATIONS:**

1. High school diploma or equivalent education.
2. Minimum of one year of institutional food preparation experience. Experience in K-12 food preparation preferred.
3. Must meet course requirements of a new employee within one year of hire and per Student Nutrition Agreement thereafter.
4. Good computer and technology skills required to operate point of sale and Google apps
5. Must be able to comprehend, read, write and speak English competently and fluently. Must be able to read and comprehend recipes, basic instructions, short correspondence and memos.
6. Requires ability to add, subtract, multiply and divide in all units of measure using

- whole numbers, common fractions and decimals.
7. Ability to calmly and efficiently manage multiple responsibilities simultaneously.
  8. Ability to quickly acquire new knowledge and skills.
  9. Strong interpersonal skills with a high focus on customer service.
  10. Strong organizational and time management skills.
  11. Demonstrates competency in applying common sense; comprehending and executing detailed written and oral instructions.
  12. Ability to make decisions and ask questions when appropriate.
  13. Promotes participation through customer service delivery that is welcoming, encouraging and supportive.
  14. This position requires the ability to stand, walk, use arms, hands & fingers to perform detailed, repetitive movements. Must be able to regularly lift and move 30 lbs., and occasionally handle weights up to 50 lbs. Duties frequently include the need to stoop, kneel, crouch, crawl, and stand for the duration of the shift.
  15. The work environment requires the ability to work in an environment that consists of mechanical equipment, extremes of heat and cold, wet, humid conditions, loud noises, fumes and airborne particles, electrical and gas sources.
  16. Consistently adheres to District rules and policies as well as school nutrition regulations from USDA.

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand				<b>X</b>
Walk				<b>X</b>
Sit		<b>X</b>		
Use hands dexterously (use fingers to handle & feel)				<b>X</b>
Reach with hands and arms			<b>X</b>	
Climb or balance		<b>X</b>		
Stoop/knee/crouch or crawl			<b>X</b>	
Talk or hear				<b>X</b>
Taste or smell				<b>X</b>
<b>Physical (lift and carry):</b>				
Up to 10 pounds				<b>X</b>
Up to 30 pounds				<b>X</b>
Up to 50 pounds		<b>X</b>		
Up to 75 pounds	<b>X</b>			
Up to 100 pounds	<b>X</b>			
More than 100 pounds	<b>X</b>			