

9.12.03**FOOD SERVICE CLERK AND COOK – LEVEL C**

Reports To: Food Service Manager or Coordinator of Food Service

Dept/Campus: Assigned Campus

Wage/Hour Status: Nonexempt

Length of Contract: 178

PRIMARY PURPOSE:

Be responsible for the preparation of food in sufficient quantities to cover requirements, timing preparation to meet service schedules, and food handling in accordance with sanitary standards. Maintain standards of recipes and of portion control, to prevent food waste and assure high quality productions, and care/cleanliness of equipment.

QUALIFICATIONS:**Education/Certification:**

Preferred high school diploma or GED

Special Knowledge/Skills:

Must be able to read, write and make simple calculations

Must be able to follow oral and written instructions

Must have some formal or on-the-job training in food preparation

Must be familiar with foods and preparation methods

Must know the proper methods and cooking temperatures for best utilization and yield of breads, pastries, and cakes

Must be able to space and time the cooking of foods so that their nutritive quality, flavor, and appearance are preserved at the time of service

Working knowledge of kitchen equipment

Patient and calm demeanor with students, staff, and others

Experience:

One to two years training and experience in quantity food preparation

The Board may find appropriate and acceptable alternatives to the above qualifications.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times.
2. Articulate a positive image of the school district and school district personnel.

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3. Demonstrate effective customer service strategies to all district patrons.
4. Accept and check free/reduced applications for completeness.
5. Maintain an updated roster of students.
6. Maintain daily and monthly report forms and edit checks.
7. Account for all monies received and make daily deposits. Accept responsibility for security of monies received for school meals.
8. Maintain accurate records and keep files up to date.
9. Operate the computer to do daily lunch accounting.
10. Cooperate and work effectively with manager to promote the school nutrition program.
11. Participate in any training the food service department deems necessary.
12. Assume the same responsibilities as Level B food service workers in addition to above responsibilities.
13. Present for students a positive role model that supports the school climate and mission of the school district.
14. Effectively communicate with colleagues, students, and parents.
15. Demonstrate behavior that is professional, ethical, and responsible.
16. Cook a variety of foods following standardized recipes and methods of preparation.
17. Control serving portions, eliminating waste and leftovers.
18. Check equipment to make sure it maintains safety and sanitation requirements and report needed repairs to unit manager.
19. Maintain personal appearance and hygiene, following dress code.
20. May assist in inventory, food storage, tray line service, kitchen clean-up and assist with any other duties in kitchen.
21. Ensure food items are stored in a safe hazard-free environment.
22. Perform other duties as assigned by food service manager.

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EQUIPMENT USED:

Large and small kitchen equipment, including but not limited to, electric slicer, mixer, pressure steamer, deep-fat fryer and sharp cutting tools, ovens, dishwasher, and food utility carts

WORKING CONDITIONS:

Mental Demands:

Maintain emotional control under stress

Physical Demands:

Stand and walk short distances most of working day; stoop, reach for, and lift food supplies and equipment; moderate exposure to extreme hot and/or cold temperatures; exposure to chemicals used in cleaning, sanitizing, and pest control; hazards include cuts from utensils, burns from hot foods and equipment as well as falls due to wet floors; ability to lift 50 lbs.

Date Adopted: August 2, 2007

Last Revised:

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

Supervisor

Date