



HOWARD LAKE – WAVERLY – WINSTED ISD 2687

JOB DESCRIPTION OF POSITION:

Under the direction of the Food Service Director prepares main dish and coordinates tasks of other cooks in preparing meals. Prepares food reports and performs other similar tasks of cooks including cleaning of supplies and prepares meals for special events.

Job Title:	Cook	Revised Date:	11-13-17
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Job Description: Prepares and serves daily breakfast and lunches to students and staff.

- Handles request all food items for breakfast and lunch, from satellite sites.
- Prepares food for breakfast, lunches and other events (Honors and Senior Breakfast, Board Meetings, etc.). Follows FPR for assembling food to be delivered to satellite kitchens. Increase/decrease as number students and staff varies.
 - Special entrees
 - Food items for two serving lines
- Coordinates food and other items that need to be delivered to satellite Kitchens, or other locations.
- Prepare appropriate food for students with food allergies based on documentation on file.
- Serve breakfast and lunch to students and staff as they proceed through the serving line, in a timely manner.
- Coordinates and assists in the cleaning of the service areas, equipment and utensils. Monitors and maintains appliances.
- Checks returning carriers and food from satellite sites.
- Maintain organization/storage of inventory.
- Supervise/train other food service staff to insure proper procedures are being followed.
- Maintains food records for breakfast and lunch programs.
- Maintain safe environment.
- Other duties as assigned.

Job Location:	Howard Lake MN	Company Industry:	Public School
Job Role:	Cook	Employment Status:	Full-Time - school year
Employment Type:	Employee	Manages Others:	Yes
Band-Grade-Sub Grade:	B-2-1		
State Job Match Points:	131		

Qualifications:

* Food Service Manager Certificate	* Strong organizational skills
* Strong interpersonal skills	* Ability to multi-task in fast-paced dynamic environment

Career Level:	Entry Level	Years of Experience:	[1-3 years]
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Degree:	High school or Equivalent
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Non-Union

Approved By: Michelle Johnson	Date Approved: 11/26/13
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