

Red Wing Public Schools Position Description

Cook

General Information

Department: Food Service
Unit: Red Wing Cooks' Association
Immediate Supervisor: Food Service Director
Grade Placement: 5
FLSA Status: Non-Exempt

Position Summary

The Cook is responsible for assisting in the preparation, cooking and serving meats, breads, vegetables and other food in accordance with the breakfast and lunch menus, and related work, as assigned.

Essential Duties and Responsibilities

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| 1. | Prepares food and beverages following Minnesota Department of Education and USDA guidelines for preparing food safely; operates kitchen equipment. |
| 2. | Complies with students' needs with food allergies; provides food substitutions when appropriate documentation has been completed. |
| 3. | Distributes lunches from central kitchen to satellite schools complying with Hazard Analysis and Critical Control Point procedures. |
| 4. | Sets up serving counter; serves food to students and staff; operates cash register. |
| 5. | Cleans and sanitizes dishes, equipment and kitchen following HACCP procedures. |
| 6. | Records food and equipment temperatures and amount of food prepared and served. |
| 7. | Prepares for following day. |
| 8. | Restocks beverages and food items, as needed. |
| 9. | Assists in meal preparation, serving and clean up for special events. |
| 10. | May be required to cover for the Head Cook in his or her absence. |
| 11. | Complies with training standards as specified in USDA Professional Standards Rule. |
| 12. | Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s). |

Required Education, Training, and Work Experience

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| Required Education / Training: | High school diploma or GED Employees who work at least 20 hours of work per week are required to have at least 6 hours of annual continuing education/training. Employees who work fewer than 20 hours of work per week are required to have at least 4 hours of annual continuing education/training. |
| Degree Information: | Not applicable |
| Major Field of Study or Degree Emphasis: | Not applicable |
| Required Work Experience: | None |
| Licenses / Certifications Required: | <ul style="list-style-type: none">• SNA Serve Safe Food Certification• Others may be required depending on district needs and assignments |

Essential Knowledge Required to Perform the Essential Functions of the Position

- Fundamentals of food production and operations.
- Laws, rules, regulations and requirements pertaining to food handling, sanitation and food production.
- Operation of food equipment and dishwashers.
- Point of sale operations and equipment
- Basic math skills.
- Fundamentals of customer service.

Essential Skills Required to Perform the Work

- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Use and operation of point of sale programs/computers.
- Cleaning and sanitation of food areas, dispensers and equipment.
- Storage of food items and rotation of food items.
- Learning and assisting in food production reports, ordering and related reports/counts.
- Preparation, slicing, and set up of food items and materials for ala Carte, main and alternative lines.
- Serving and portioning of food items.
- Applying and following sanitation procedures and operations in accordance with food service operational procedures and rules.
- Operating dishwashers, food dispensers and other kitchen equipment.
- Customer relation skills in dealing appropriately with and interacting with children and staff

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Medium Work: Exerting up to 50 pounds of force frequently, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

| | Amount of Time Spent | | | |
|-------------------------------------|----------------------|-------------|------------|----------|
| | None | 1/3 or Less | 1/3 to 2/3 | Over 2/3 |
| Physical Activities | | | | |
| Stand | | | | X |
| Walk | | | | X |
| Sit | X | | | |
| Use hands to finger, handle or feel | | | | X |
| Reach with hands arms | | | X | X |
| Climb or balance | | | X | |
| Stoop, kneel, crouch or crawl | | | | X |
| Talk or hear | | | | X |
| Taste or smell | | | | X |
| Lifting / Forcing Exerted | | | | |
| Up to 10 pounds | | | | X |
| Up to 25 pounds | | | X | |
| Up to 50 pounds | | X | | |
| Up to 100 pounds | X | | | |
| Over 100 pounds | X | | | |

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Employee is exposed to some environmental conditions such as heat from food, hot water, noise, high temperatures, humidity, or cooking utensils; cleaning solvents/chemicals; wet/slippery floors; and handling of sharps. Risks and hazards associated with the work can be minimized with proper attention and district risk management procedures, safety equipment, and/or safety procedures.

Classification History and Approval

Created: 7/2104 by Bjorklund Compensation Consulting

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