

NENANA CITY SCHOOL DISTRICT

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Telephone (907) 832-5464
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COOK II

REPORTS TO: District Food Service Supervisor
DATE of DESCRIPTION: May 8, 2007
JOB CLASSIFICATION: Grade H
SKILL CLASSIFICATION: Food Services

NATURE AND SCOPE OF JOB: To plan, prepare and serve meals to students in an atmosphere of efficiency, cleanliness, warmth and cheerfulness. To provide procedural and inventory oversight for District kitchens.

ESSENTIAL FUNCTIONS:

1. Demonstrate consistent punctuality and regular attendance.
2. Demonstrate appropriate safety precautions.
3. Adhere to local, state, federal and other regulatory agencies, standards, codes and laws.
4. Adhere to established district policies and procedures.
5. Attend department staff meetings as required.
6. Work cooperatively with other district employees, the general public, and students.
7. Demonstrate accuracy and thoroughness; monitor own work to ensure quality.
8. Work with and assist Food Service Supervisor with daily personnel issues in a professional manner.
9. Supervise and participate in the storage and care of food supplies.
10. Place food orders based on anticipated consumption.
11. Plan work schedules for other Food Service Department staff.
12. Inspect areas used in food preparation for cleanliness.
13. Keep records regarding the amount of food used, amount of money received, number of meals served, cost per meal, etc.
14. Prepare and serve quality food in a quick and pleasant manner.
15. Design menus for district kitchens.
16. Weigh and measure ingredients, properly using recipes in order to produce a standard product.
17. Determine proper cooking time and temperature.
18. Operate various kitchen equipment as assigned, report malfunctioning equipment to the Director of Maintenance
19. Set up, as needed, cafeteria prior to seaving of the meal.
20. Ensure the food supply for serving is replenished regularly.
21. Cleanup and sanitization of the kitchen, equipment, cafeteria and service areas.
22. Clean work area and equipment using broom, mop, sponge, cleaning solution or other appropriate tools or materials.
23. Prepare and maintain an inventory of supplies and equipment.
24. Perform major cleaning of refrigerators, storeroom and other essential equipment as needed or as directed.
25. Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide quality service.
26. Maximize cost containment and savings opportunities, including food cost containment.
27. Interview students and staff to ascertain meal acceptance
28. Attend department staff meetings as needed.
29. Work cooperatively with other district employees, the general public, and students.
30. Effectively manage difficult or emotional customer or staff situations; respond promptly to student needs; respond to requests for service or assistance.
31. Approach others in a tactful manner; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions.
32. Demonstrate accuracy and thoroughness; monitor own work to ensure quality.
33. Meet productivity standards, complete work in a timely manner, work quickly.

COOK II

(Continued)

34. Follow instructions of Food Service Supervisor
35. Perform other duties as assigned by the Food Service Supervisor

POSITION QUALIFICATIONS:

Knowledge, Skills and Mental Abilities

1. Demonstrate aptitude or competence for assigned responsibilities
2. Such alternatives to the above qualification as the Board of Directors may find appropriate and acceptable.
3. Demonstrated positive speech skills (enunciation and clarity)
4. Ability to think clearly and calculate accurately
5. Ability to work with people of various personality types (flexibility)
6. Possess and demonstrate sound emotional judgement
7. Effective organizational skills.
8. Ability to follow and successfully complete written and oral directions
9. Ability to observe or monitor objects and people's behavior to determine compliance with prescribed operating or safety standards.
10. Knowledge of the fundamentals of nutrition and their application to the health of children.
11. Ability to plan work efficiently for the economic use of food supplies and equipment
12. Knowledge of large scale food preparation methods.
13. Possess an understanding of purchasing and inventory control.

PHYSICAL DEMANDS:

1. Finger strength required to type effectively on a computer keyboard, manipulate kitchen tools or utensils, grasp pots, pans, trays when laden with food
2. Lower body strength to kneel, stand, and walk throughout the workday.
3. Remain in a standing position for extended periods of time.
4. Upper body strength to correctly lift up to 30 pounds and carry more than 25 feet.
5. Verbal stamina to articulate clearly and with appropriate volume throughout the workday.
6. Auditory discrimination sufficient to receive detailed information through normal speech at 5 feet and warning cries or alarms normal speech levels.

ENVIRONMENTAL DEMANDS:

1. Exposure to high temperatures (stove)
2. Exposure to extreme cold temperatures (walk-in refrigerator, freezer)
3. Occasional exposure to loud noises.
4. Exposure to hot water, soap and other cleaning materials
5. While performing the duties of this job, the employee may be exposed to cooking fume particles and may handle toxic or caustic materials.

EQUIPMENT USED:

1. Computer
2. Copier
3. Stove
4. Oven
5. Miscellaneous kitchen appliances
6. Mixer
7. Cooking utensils and dinnerware (knives, spoons, forks, spatulas, etc.)
8. Washing utensils

EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING:

1. High School Diploma or Equivalent
2. Experience in food preparation and knowledge of nutritional needs of youth
3. Exceptional personal hygiene
4. Possess a current, valid State Food Service card.
5. Pass State of Alaska background check at own expense (fingerprint check)
6. Valid First Aid and card preferred.

-EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS POSITION-