

Three Rivers School District Job Description

Title: **COOK III, II, AND HEAD COOK**

Qualifications: 1. High School Diploma or equivalent preferred.

 2. Physically and emotionally able to perform duties.

 2. Knowledgeable in cooking and kitchen procedures.

 3. Previous experience in cafeteria style cooking preferred.

Reports to: Kitchen Manager and/or Director of Food Services

Job Goal(s): To perform all duties to contribute to a successful foodservice operation.

COOK III ESSENTIAL RESPONSIBILITIES:

1. Becomes informed on the nutritional and quantity requirements set forth by the local, state, and federal lunch programs.
2. Assists in the maintenance of the cafeteria and all of the kitchen equipment according to the standards and regulations of the Board of Health.
3. Assists in the preparation and serving all food according to a standard recipe, with the least amount of waste, and in accordance with the standards and regulations of the Board of Health.
4. Cleans cafeteria equipment, utensils and appliances and stores food supplies.
5. Assists with the cafeteria inventory and the ordering of food and supplies as needed.
6. Assists in maintaining records as assigned, counts monies, tallies and records sales, prepares and makes bank deposits.
7. Learns to operate all equipment relevant to the food service.
8. Operates a variety of standard cafeteria kitchen utensils and appliances.
9. Operates a cash register/computer.
10. Assists in other food service areas as needed, serves food according to the established guidelines and replenishes containers as needed.
11. Assists in the inventory and ordering of food and supplies.
12. Assists in the creation of monthly menus.
13. Maintains positive support, public relations, and communication with the school, community, and parents.

Cook

ANCILLARY RESPONSIBILITIES:

1. Other duties as assigned by the Kitchen Manager and/or Director of Food Services

COOK II ESSENTIAL RESPONSIBILITIES:

1. All of the responsibilities of Cook III plus the following.
2. Maintains the cafeteria and all of the kitchen equipment according to the standards and regulations of the Board of Health.
3. Prepares and serves all food according to a standard recipe, with the least amount of waste, and in accordance with the standards and regulations of the Board of Health.
4. Estimates quantities needed and adjusts or extends recipes to appropriate quantities; maintains food quality standards including appearance, taste and nutritional requirements.
5. Arranges cooking schedule and storage of cooked items to assure proper temperature of hot foods at serving time.
6. Controls the cafeteria inventory and orders food and supplies as needed.

ANCILLARY RESPONSIBILITIES:

1. Other duties as assigned by the Kitchen Manager and/or Director of Food Services.

HEAD COOK ESSENTIAL RESPONSIBILITIES:

1. All of the responsibilities of Cook III, Cook II.

ANCILLARY RESPONSIBILITIES:

1. Other duties as assigned by the Kitchen Manager and/or Director of Food Services.

Terms of Employment

Length of contract and compensation will be determined by the Board of Education.

The employee shall remain free of any alcohol and non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Evaluation

Performance of this position will be evaluated in accordance with provisions of the Board of Education's Policy on the Evaluation of Professional Personnel and will be completed by the Kitchen Manager and/or Director of Food Services.

[BOE approved: May 12, 2009]

Cook

[Revised: March 7, 2016]

[Revised: December 8, 2020]

I acknowledge receiving a copy of the Three Rivers Local School District **Cook** job description.

Employee signature

Date