

**CLASS TITLE:** Cook  
Range 8

**Basic Function:**

Under the direction of the Food Services Director, the Food Service Coordinator is in charge of the operation of a school cafeteria, including the preparing and serving of all foods required in the school breakfast and lunch programs and cleaning of cafeteria equipment. The holder of this position organizes and directs and participates in the activities of the school site food service workers.

**Representative Duties:** (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

Operates the school cafeteria  
Operates all food preparation equipment.  
Cooks, and assists in the cooking of various foods as necessary  
Orders, receives, and accounts for foodstuffs and supplies  
Follows written menu instructions in preparing and serving foodstuffs  
Maintains dining, serving, storeroom and kitchen areas  
Keeps accurate records, and accurately completes required reports  
Maintains an inventory  
Oversees the computer accountability program  
Balances cash and bank deposits  
Other related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**ABILITY TO:**

Interact with staff members, students and others in a positive manner  
Gain respect of other site food service workers  
Organize and direct employees  
Maintain and organize extensive records including inventories and student data  
Stand and walk; use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms  
Kneel, crouch, taste and smell  
Maintain kitchen and serving facilities in a clean and sanitary manner capable of passing inspection  
Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percents  
Write simple correspondence  
Effectively present information in one-on-one and small group situations  
Lift up to 25 pounds and occasionally lift and/or move up to 25 pounds  
Assistance is required when lifting more than 25 pounds, with a limit of 50 pounds.  
Carry out instructions furnished in written, oral, or diagram form

Read and comprehend simple instructions, short correspondence, and memos

**EDUCATION AND EXPERIENCE:**

High school diploma or General Education Degree (GED); one year related experience and/or training

CPR certificate and First Aid certificate

Safety/Sanitation class

**WORKING CONDITIONS:**

**ENVIRONMENT:**

The nature of the environment requires that hats or hairnets be worn while on the serving line. The employee frequently works near moving mechanical parts and is frequently exposed to airborne particles and cleaning chemicals. The employee is occasionally exposed to wet and/or humid conditions and extreme heat. The noise level of the work environment may be quite loud.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.*

Adopted: 6/20/05