

HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION

Cook 1
Middle and High School

IMMEDIATE SUPERVISOR School Administrator/Nutrition Service Coordinator/Cook 3

GENERAL DUTIES

Assist the Cook 3 in planning, preparing and serving meals to students and staff in sanitary, efficient, and friendly environments.

ESSENTIAL REQUIREMENTS

- A. A minimum of a high school diploma or its equivalent
- B. Skills in the use and maintenance of all kitchen equipment
- C. Good interpersonal skills, neat and clean in appearance
- D. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- E. Possess knowledge of rules and regulations regarding sanitations, chemicals, Material Safety Data sheet, and food preparation, including possessing a current Food Handler's card
- F. The ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Assist in preparation of food including baked goods, salads, sandwiches, and entrees
- B. Assist in the serving of meals
- C. Assist in assuring adequate supplies for future menu items
- D. Maintain kitchen and serving areas in a clean, safe, and sanitary condition
- E. Clean dishes, pots, pans, and equipment as needed
- F. Assist in checking in, storing, and caring for supplies
- G. Assist in counting inventory of food and supplies as directed by Cook 3
- H. Collect money for meals and ala carte sales, and account for lunches served in reduced, free, and paid categories
- I. Will be responsible for performing Manager's duties in his/her absence
- J. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- O – Occasionally (.5 – 2.5 hrs per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)
- NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting			X		
Stationary Standing					X
Walking (level surface)					X
Walking (uneven surface)				X	
Crawling	X				
Crouching (bend at knees)		X			
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)				X	
Turn/pivot				X	
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms			X		
Repetitive use wrists			X		
Repetitive use hands grasping			X		
Repetitive use hands squeezing				X	
Fine manipulation			X		
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.				X	
*Lifting/Carrying Maximum weight: 40 lbs.				X	

*Identify items typically moved: Boxes of food, loading carts

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

EMPLOYEE STATEMENT

"I have reviewed the above position and understand its contents."

"I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents."

"I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

Employee Name (print)

Date

Employee Signature

Date

Food Service Pay Schedule
Pay Grade: C
Last Revised: June 2007