



## David Douglas School District #40

### Classified Job Description

#### **COOK I - HEAD COOK**

Schedule: 9 months per year

Class: 10

#### **POSITION PURPOSE**

To oversee food service operations at an elementary school.

#### **NATURE AND SCOPE OF RESPONSIBILITIES**

- This is a skilled position in institutional cooking
- The work involves the performance of cooking, baking and other food service tasks in large scale food preparation
- Follow standard cooking methods and the application of a knowledge of recipes and preparation techniques
- Supervision of helpers and students performing the more routine food service tasks
- Work is performed in accordance with pre-published menus and is subject to review by the food service supervisor for cost, finished product and student satisfaction
- Handle food properly, prepare and cook items on menu; supervise and assign work to the cook's helper; operate standard cooking and kitchen equipment; write requisitions for foodstuffs and supplies; take inventory; count money and reconcile accounts; and keep necessary records, such as participation in free and reduced lunch programs
- Must maintain a high level of ethical behavior and maintain confidentiality of information about students and staff
- Perform other duties, as assigned

#### **QUALIFICATIONS**

- High School diploma or equivalent
- 21 years of age or older
- Possess and keep current a Food Handlers card as required by the state
- Possess or be able to pass the Serve Safe Certification
- Must have knowledge and understanding of NSLP & NSBP Meal Pattern Requirements
- Familiarity with food service operations in a school cafeteria
- Knowledge of modern methods of preparing and cooking food in mass quantities
- Ability to operate large scale cooking equipment and appliances, and to read, interpret and evaluate recipes for use in the elementary school kitchen
- Skill in managing food service personnel and in directing the efficient and cost-effective use of food and preparation equipment
- Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, peers, and staff

#### **ESSENTIAL PHYSICAL REQUIREMENTS**

Moderate degree of physical stamina and ability to frequently lift up to 50 pounds. Frequent walking, bending, reaching, twisting, and prolonged periods of standing. Exposure to noise, heat, cold, hot and cold surfaces, and sharp and moving equipment. Requires eye-hand coordination and dexterity to prepare foods and operate equipment. Ability to move freely around the kitchen and storage areas to perform food preparation and food serving duties.

#### **David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.