

**STANWOOD-CAMANO SCHOOL DISTRICT**  
**HUMAN RESOURCES**  
**JOB DESCRIPTION**

**TITLE: High School Cook**

Classification: Food Service

Reports to: Food Service Manager

**PURPOSE STATEMENT**

This position assists the Food Service manager in preparing and serving meals for student lunches. The position may perform some or all of a variety of related functions such as making salads, cooking from scratch, light baking or heating of food items, ordering and handling food supplies, cleaning of equipment and utensils, setting out condiments, serving food, and accounting for lunch monies.

**ESSENTIAL FUNCTIONS**

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Responsible for implementing and performing cooking duties, including food preparation.
- Prepare food with efficiency for kitchen.
- Provides oversight for cooking and responsible for maintaining quality control.
- Assists with determining appropriate quantities.
- Documents and maintains food time and temperature logs.
- Insures timely preparation of food for service.
- Assists with food service for students.
- Assists with and provides oversight for cleaning the kitchen after lunch; stores leftover food items, washes utensils, serving bowls, and trays, pots, and pans. Puts clean dishes away. Wipes and sanitizes tables, oven, sink, and countertops.
- Operates kitchen equipment.
- Maintains sanitary conditions at all times. Assists in maintaining sanitation reports. Responsible for sanitation oversight in preparation for monthly sanitation inspection.
- Provides monthly report to the Food Service Director on equipment.
- Performs point of sale (cashier) activities and assists with reporting.
- Tallies number and types of lunches and meals sold; balances money received against totals; reconciles differences.
- Assist in planning for, ordering and receiving supplies; stores supplies; takes periodic inventory.
- Performs related duties as assigned that are consistent with the intent and scope of the position.

**JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

**Skills, Knowledge, and Abilities**

- Strong oral and written communication skills and strong active listening skills.
- Knowledge of basic food preparation and storage methods.
- Skill in cooking and baking.
- Ability to operate dishwasher, ovens, stove, warmer and other equipment utilized in the kitchen.
- Ability to properly lift items weighing up to 50 pounds.
- Ability to learn district and State food service regulations.
- Ability to follow written and verbal instructions.
- Ability to estimate food quantities for serving.
- Ability to make accurate arithmetic calculations (i.e. Recipe conversion, balancing a till.)
- Ability to maintain accurate records.
- Ability to meet deadlines.
- Ability to establish and maintain effective working relationships with staff.
- Ability to be flexible, organized and manage time effectively in a rapidly changing environment.
- Ability to use a computer (Point of Sale) and learn new software applications as needed.

### **Working Environment**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Work is typically performed in an kitchen environment. The job requires dexterity and precision; is confined to a work area; requires the ability to stand for prolonged periods of time and regularly required to lift heavy bulk supplies. The individual is required to wear protective clothing. Required to work with sharp utensils, equipment with moving parts and around hot burners and ovens; requires safety awareness. The individual is exposed to hazardous chemicals requiring special handling and is required to meet deadlines.

### **Experience**

- Experience working in a kitchen environment as a cook preferred.
- School food service experience preferred

### **Special Requirements**

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- Must complete all required Safe School Training within 60 days of hire (HIV/HBV Sexual Harassment Training, HIB, Blood Borne Pathogens, Back Injury & lifting, Health Emergencies--Choking, Life Threatening Allergies, Food borne Illness, HACCP, Civil Rights)
- Valid food handler's permit.

### **Continuing Ed./Training**

As required to maintain permit

### **Certificates**

**Valid food handler's permit**  
WSNA Membership & Certification preferred

**FLSA Status:**

Non-exempt

**Salary Range: Per PSE Schedule A**

Classification History

Job Description Developed: 10/31/12

Revised: 10/16/14

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*