



## Cook

### Central Lyon Community Schools

**Reports to** Food Service Director

**FLSA Status** \_\_\_ Exempt \_\_\_ X Non-Exempt

**Status** \_\_\_ Full Time \_\_\_ X Part Time  
\_\_\_ X Hourly \_\_\_ Salary

**Date Revised** May 15, 2020

#### EXECUTIVE SUMMARY

Prepare and serve attractive and nutritious meals in a pleasant atmosphere of efficiency and cleanliness. To perform duties in a helpful manner promoting positive public relations with students, the general public, and other employees.

#### ESSENTIAL FUNCTIONS

- Maintain strict confidentiality while performing position duties in an ethical manner.
- Perform position duties following standard operating procedures of the district, local, state, and federal health/food service regulations.
- Maintain safety regulations at all times.
- Maintain work area in a clean and sanitary manner following approved procedures.
- Set up serving line and scrape table.
- Serve food in a pleasant, efficient, and sanitary manner following indicated portion sizes.
- Monitor food temperatures.
- Monitor meal components.
- Prepare food for special diets as required.
- Maintain routine records and prepare routine reports.
- Prepare food, trays, silverware, and equipment for return to food preparation kitchen.
- Work as dish machine operator as needed
- Participate in general cleaning of kitchen areas, storerooms, and kitchen equipment.  
Perform other duties as assigned.

#### KNOWLEDGE, SKILLS, AND ABILITIES DESIRED

##### Requires the following (or equivalent qualifications):

- Must possess a high school diploma or GED
- One year of experience in home cooking or institutional cooking

##### Knowledge and Skills

- Ability to follow oral and/or written directions or instructions
- Ability to relate with students, public, and other employees in a positive manner
- Ability to operate tools and equipment as assigned
- Ability to keep tools and equipment clean and in working order
- Aptitude for high standards of workmanship, cleanliness, and safety for successful completion of tasks
- Knowledge of and ability to follow standard operating procedures of the district, local, state, and federal health/food service regulations

**PHYSICAL REQUIREMENTS**

	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
Stationary Position		X	
Moving			X
Talking			X
Hearing			X
Handling			X
Reaching			X
Fingering			X
Repetitive Motion			X
Balance			X
Lift 0-10 Pounds			X
Lift 11-25 Pounds			X
Lift 26-50 Pounds		X	
Lift Over 50 Pounds		X	
Operate Motor Vehicle	X		

**WORKING CONDITIONS**

	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
School Hours			X
Indoors			X
Outdoors	X		
Evenings	X		
Weekends	X		

**TERMS OF EMPLOYMENT**

- 2-4 hours daily for 180 school days
- Wages and benefits to be determined by the board

**EVALUATION**

The Cook will be evaluated by the Food Service Director at least annually in accordance with law, board policy, and the preceding job description.

**EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the Central Lyon School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, and gender identity in its employment practices.

The statements contained herein describe the scope of responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the Board's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.

Signature of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_