

**Job Title:** FOOD SERVICE COOK  
**Reports to:** Food Service Manager  
**Dept/School:** Food Service Department  
**Wkly/Hrs Worked:** 30 Hours  
**Wage/Hour Status:** Non-Exempt  
**Date Revised:** June 17, 2019

### **Primary Purpose**

Prepare and serve appropriate quantities of food to meet menu requirements. Maintain high standards of quality in food production, sanitation, safety practices and Customer Service.

## **QUALIFICATIONS**

### **Education/Certification**

Current City Food Handler's permit  
High School Diploma or GED or three years' experience as a Food Service Worker with SFDR-CISD

### **Special Knowledge/Skills**

Ability to understand food preparation and safety instructions  
Ability to read menus, recipes, and production records  
Ability to perform basic arithmetic operations  
Ability to promote teamwork and effectively communicate with fellow staff, students, administrators, and parents  
Working knowledge of kitchen equipment and food production procedures  
Ability to follow instructions and meet strict health department requirements

### **Experience**

A minimum of six month employment experience in food service and food preparation.

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Food Preparation and Serving**

1. Prepare quality food according to a planned menu of tested, uniform recipes and ensure proper temperature.
2. Serve food according to meal schedules, departmental policies, and procedures.
3. Practice and promote portion control and proper use of leftovers.
4. Supervise storage and handling of food items and supplies. Maintain a clean and organized storage area.
5. Stock serving areas including serving line, salad bars, milk boxes and assist fellow workers as situations arise.
6. Handle and accurately record food production records.

### **Safety and Sanitation**

7. Operate tools and equipment according to prescribed safety standards.
8. Follow established procedures to meet high standards of cleanliness, health, and safety.
9. Keep garbage collection containers and areas neat and sanitary.

- 10. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
- 11. Maintain personal appearance and hygiene.

**Other**

- 12. Help check in groceries and store appropriately if requested by manager. Maintain a clean and organized storage area.
- 13. Ensure ovens, stoves, and all equipment used for cooking is cleaned on a daily basis.
- 14. Assist in maintaining daily food production records.
- 15. Perform other duties as assigned by Supervisor.
- 16. Maintain daily food production records.
- 17. Promote teamwork and interaction with fellow staff members and foster a positive work environment.
- 18. Be available to fill in as needed to ensure the smooth and efficient operation of the cafeteria as directed by your Manager, to include cashier functions.
- 19. Maintain confidentiality of information.
- 20. Follow established Food Service Standard Operating Procedures.

**Supervisory Responsibilities**

None

**Equipment Used**

Large and small kitchen equipment and tools including electric slicer, mixer, sharp cutting tools, oven, dishwasher, and food and utility cart.

**Working Conditions / Physical Demands**

Continual standing, walking, pushing, and pulling; frequent stooping, bending, kneeling, and climbing (ladder), moderate lifting 10-15 lbs frequently, 35-40 occasionally, more than 40 lbs frequently, and carrying; exposure to extreme hot and cold temperatures.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_