

JOB DESCRIPTION
FOOD SERVICE COOK - PART-TIME
SCHOOL DISTRICT OF PITTSVILLE

REPORTS TO: Food Service Director

GENERAL SUMMARY: Prepares, sets up, and serves food in a district school building in accordance with USDA policy, food service department policy and State of Wisconsin regulations; serves as a prep cook, food server, washes dishes, pots, pans and utensils; cleans and sanitizes kitchen surfaces; and stocks food and supplies to assist in maintaining proper inventories.

DUTIES AND RESPONSIBILITIES (These duties and responsibilities are judged to be "essential functions" in terms of the Americans with Disabilities Act or ADA.):

1. Serves lunches to students in order to ensure that school lunches comply with school district, USDA and state of Wisconsin food safety, sanitation, and quality standards.
2. Sets up serving areas with foods for service; sets up serving trays and plates; places food in hot containers and insures proper temperatures; monitors food temperatures and makes corrective adjustments as necessary.
3. Participates in processing the stocking, re-stocking and storage of daily school food and supply orders received from outside vendors; pulls daily stock needed and re-stocks for the following day.
4. Re-stocking serving lines; re-fills condiments, napkins and silverware trays as needed.
5. Prepares food items and possible to-go meals as needed.
6. Performs post-lunch cleaning and next-day preparation such as disposing of left-over food and preparing sinks and proper cleaners and sanitizers and tests water for proper temperature to wash dishes, pots, pans and utensils; re-stocks after cleaning.
7. Cleans and sanitizes all workstations and all equipment.
8. Operates and uses kitchen equipment and supplies based on school level.
9. Performs other related duties as directed by supervisor and/or lead server.
10. Must be 18 years of age or older.

Knowledge:

1. Knowledge of general math to count change, required.
2. Basic knowledge of methods, materials, tools, equipment, occupational hazards, and safety precautions related to food service preferred.
3. Knowledge of proper handling and storage of food, preferred.
4. Knowledge of food conversions, preferred.

Abilities:

1. Ability to read and interpret district policies, guidelines, handbook, and government regulations, required.
2. Ability to read and comprehend safety rules, operating and maintenance instructions, and procedure manuals, required.
3. Ability and willingness to participate and successfully complete USDA required professional development, required.
4. Ability to communicate effectively using the English language in writing and verbally with students and school administrators and staff, required.

5. Ability to handle general clean up duties, required.
6. Ability to perform job duties using various types of equipment including but not limited to; convection ovens, microwave ovens, range tops, steam kettles, refrigerators, freezers, garbage disposals, kitchen carts, and other commercial food service utensils and equipment.
7. Ability to perform job duties using a variety of cleaning chemicals, required.
8. Ability to work with others and build relationships, required.

EVALUATION: Performance will be evaluated by the Director of Food Services.

Approved by the Board of Education May 8, 2023.