

TITLE: LUNCHROOM COOK

Definition: Under supervision, assists in preparing and serving foods in a cafeteria, performs a wide variety of cooking and baking duties, cleans kitchen equipment and utensils, and does related work as required.

QUALIFICATIONS:

1. Ability to carry out oral and written directions.
2. No experience required.
3. Good previous work record.

REPORTS TO: The Lunchroom Manager

JOB GOALS:

Follow directions; exhibit manual dexterity; learn to operate common cafeteria appliances; learn to perform simple cooking and baking duties; maintain cooperative working relationships with those contacted in the course of work and maintain a good rapport with children.

PROFESSIONAL/ETHICAL RESPONSIBILITIES:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positiveness
4. Reliability/punctuality
5. Accuracy and efficiency
6. Timeliness in respect to deadlines
7. Respectfulness toward others

RESPONSIBILITIES AND DUTIES:

1. Wash and cut vegetables.
2. Prepare salads and desserts.
3. Make sandwiches.
4. Cook and bake a variety of foods such as sweet rolls, buns, breads, cakes, pies, puddings, spaghetti, hamburgers, and main course meats.
5. Estimates quantities needed and selects, measures, and prepares ingredients for cooking and baking.
6. Sets up lunch counters.
7. Portion and serve food.
8. Clean ovens, grills, and food preparation areas.
9. Clean serving and eating areas.
10. Clean kitchen and cooking equipment.
11. Wash dishes.
12. Replenish cutlery and napkin containers.
13. Operate grills, ovens, steamers, stoves, as well as mixing, grating, slicing, and dishwashing machines.
14. May supervise the operation of the food service program in the absence of the assigned Lunchroom Manager.
15. Attends to other duties as assigned.

TERMS OF EMPLOYMENT:

1. Student days, plus two (2) – determined by food service director
2. Salary and benefits as per Board policy.

EVALUATION: Performance of this job will be evaluated in accordance with the Board policy and procedure for evaluation of classified personnel.

ADOPTED: February 6, 1996
STAFF HANDBOOK: August 2002