

Pemiscot County Special School District

Job Title: Part-Time Cook
Department: Facilities
Reports to: Building Principal
Classification: Non-exempt (*This is either exempt or non-exempt and is determined in accordance with the Fair Labor Standards Act. Remember, what the person does, not their title determines exempt status.*)

JOB SUMMARY: (Job Performed at Oak View Learning Center)

To serve the students attractive, nutritious meals following established preparation guidelines. To provide a comfortable atmosphere for the students. Kitchen must follow all sanitation guidelines. Kitchen must be run efficiently. This person must work through the Oak View Learning Center Principal. The meals are provided by the North Pemiscot School District.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions

1. Daily duties as assigned by the building administrator.
2. Works with the building principal to maintain the highest standards of safety and cleanliness ensuring that all sanitation guidelines are followed.
3. Receives shipments from North Pemiscot and checks by posted menu.
5. Works with the kitchen manager from North Pemiscot to assure special diet students are fed properly.
6. Performs related duties as required for special meals or functions.
7. Learns how to prepare food in case of the absence of meals from North Pemiscot.
8. Removes trash from the kitchen and ensures the trash collection area is clean and sanitary. As needed, cleans tables and cafeteria area.
9. Assists in the preparation of and serves breakfast (daily requirement) and lunch (only when required if North Pemiscot is not serving lunch). Cleans up after breakfast and lunch, as needed.
10. Works with the rotating cleaning and station schedules for the kitchen.
11. Attends any training meetings set by the district.
12. Safely cleans, uses, and maintains the following equipment: steam tables, tilt skillet, kettle, warmer, range, hood, dishwasher/disposal, mixer slicer, and fryer.
13. Uses good time management to assure serving schedules are met. Ensures students are fed the correct foods in a timely manner.
14. Assures the “point of service” rule is met daily.

Part-Time Cook

15. Is polite and courteous to students, faculty, staff, and parents.
16. Other tasks assigned by the building principal.

SUPERVISORY RESPONSIBILITIES:

None.

QUALIFICATION REQUIREMENTS:

The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION:

1. High school diploma or equivalent.
2. Previous experience in food service preferred.
3. Maintain a valid food service health certificate.
4. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
5. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS:

1. Ability to write reports and correspondence consistent with the duties of this position.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS:

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY:

1. Ability to interpret and apply a common sense understanding to a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES:

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and properly utilize various machines/equipment especially as machines/equipment are upgraded.

Part-Time Cook

5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
7. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
8. Ability to work independently with minimum supervision.
9. Ability to use independent judgment and demonstrates initiative to act without being asked.
10. Good attendance required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand for more than 2 hours; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance; talk or hear and taste or smell. The employee should have the ability to ascend and descend a ladder. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is sometimes exposed to wet/humid conditions, moderate hot/cold temperatures, and moving kitchen equipment. The employee is occasionally exposed to open flame, toxic or caustic chemicals, and risk of electrical shock. Exposure to extreme hot/cold temperatures is usually moderate. The noise level in the work environment is usually moderate.

The information contained in this job description is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.