

The Board of Education authorizes the Superintendent to maintain job descriptions which shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

The job description for the Superintendent shall be defined as a policy of the Board.

All other job descriptions shall be defined as administrative guidelines of the Superintendent.

**Job Title: Cook**

Classification: Cook

Reports to: Food Service Director and/or Principal

Evaluated by: Food Service Director and/or Principal

**Job Summary:** Helps in lunch preparation, assists in serving lunch and helps with general clean up duties.

**Essential Duties and Responsibilities:**

1. Carefully follows directions given by the Food Service Director and/or any supervisor.
2. Helps in preparation of breakfasts and lunches.
3. Assists in serving lunches.
4. Keeps serving area cleaned and supplied with proper supplies.
5. Keeps dishes, silverware, and utensils in proper place.
6. Cleans and maintains assigned food service/dining area and kitchen equipment.
7. Assists in cleaning duties following lunch period.
8. Set-up and clean up of food bar in a timely manner with the proper amount and type of food(s).
9. Fill the milk coolers.
10. Assists with monthly inventory.
11. Adheres to rigid sanitary and safety standards.
12. Assists in receiving, checking, and storing of all food deliveries.
13. Wears and properly maintains approved food service uniform.
14. Takes pride in personal appearance.
15. Helps in the daily cleaning of all kitchen equipment and utensils.
16. Maintain cleanliness of dish machine area.

**Employment Expectations:**

1. To Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. The employee shall exhibit a good work ethic by having a good attendance record, be conscientious of break and lunch periods and shall complete his/her assigned duties

in a timely manner. It is expected that all staff will use their time wisely and will thoroughly clean their assigned areas before, during, and after its use.

**Additional Working Conditions:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operations of school vehicles.
3. Occasional interaction among unruly children.

**Qualifications:**

1. Valid driver's license
2. Be over the age of 18
3. Proven ability in cooking, preparing, and serving school lunches
4. Good health, high moral character, and good attendance record
5. Professional tact, diplomacy, and presentation with administrators, staff, students, parents, and community
6. High school diploma or equivalent
7. Be clean and neat with good personal hygiene
8. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District

*The information contained in this job description is for compliance with American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this and additional duties may be assigned.*

In signing this job description, you are acknowledging that you have completely read through this document and will comply with the responsibilities and expectations given above for Buckley Community Schools.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name