MOUNT HEALTHY CITY SCHOOLS
JOB DESCRIPTION

TITLE	Cook	**PAY GRADE**	FOOD SERVICE (COOK)
JOB CATEGORY	Food Service	**FLSA**	Nonexempt
REPORTS TO	Reports to the Assistant Manager, Food Service	**POSITION TYPE**	Full-Time (164 Days), Bargaining Unit

This description is intended to indicate the kinds of tasks and levels of work difficulty required of this title. This description is not intended to limit or in any way modify the rights of management to assign, direct, and control the work of employees under supervision. The listing duties and responsibilities shall not be held to exclude other duties assigned that are of similar kind or level of difficulty.

POSITION SUMMARY:

Under immediate supervision, prepares, produces, heats, cooks, bakes and serves a variety of foods from fresh, canned, dry, or frozen states according to MTHCS District recipes and assists in other related tasks in a designated food service production and/or service area.

ESSENTIAL DUTIES:

- Provides high quality customer service to District students, staff, and parents/guardians. Responds to basic questions & inquiries with courtesy and tact. Escalates more complex questions and inquiries to management as needed.
- Sets up and merchandises food and food service areas and serves food.
- Operates kitchen equipment such as, but not limited to, electric mixers, slicers, grinders, ovens, stove tops, tilt-skillets, tilt kettles, warmers, and coolers.
- Utilizes kitchenware such as, but not limited to, knives, spatulas, whisks, tongs, spoons, and ladles.
- Practices safe food handling according to Hazardous Analysis Critical Control Point (HACCP), Health Department, and District Food Services Standard Operating Procedures.
- Assists in the monitoring, reduction, and management of food waste.
- Occasionally cleans and sanitizes pots, pans, and kitchen utensils.
- Performs daily, weekly, and monthly deep cleaning of the facility, service areas, and all kitchen equipment such as counters, tables, ovens, refrigerators, freezers, mixers, transient hot carts, mobile carts, and rolling racks.
- Disposes of waste according to the District Food Services Procedures, OSHA, state, and county Health Department processes and procedures.
- May receive, label, and store food and supplies according to produce and Food Service HACCP Standards.
- Assists in taking inventory.
- Assists in preparing production and other reports.
- Participates on school and MTHCS sponsored teams/committees.
- Performs other duties as assigned.

LEVEL OF SUPERVISION:

No supervision responsibilities.

MINIMUM QUALIFICATIONS:

- Successful completion of High School Diploma or equivalent.
- Previous food service and/or customer service experience helpful.
- Knowledge of basic math including addition, subtraction, multiplication, division, fractions, and percentages.
- Good relationship building and communication skills with school age children & parents. Good interpersonal relationship skills including cultural sensitivity & competence.
- Ability to use common food service equipment (i.e., ovens, warmers, dishwashers, etc.) utensils, dishes,

etc.
- Ability to read and use basic math.
- Ability to efficiently multi-task on a daily basis.
- Ability to use cash register, calculator, and other point of sale devices.
- Ability to preserve confidentiality of student records.

CLEARANCES:

Criminal Justice Fingerprint/Background Clearance (FBI/BCI)

WORKING CONDITIONS:

- Performance of duties requires constant standing, walking, reaching, handling, grasping, feeling, talking hearing, repetitive motions, and eye/hand/coordination. Frequent lifting (up to 50lbs), carrying, and pushing. Occasional pulling, stooping, kneeling, and crouching.
- Performance of primary duties takes place in a kitchen & cafeteria environment with frequent exposure to noise and hazards. Constant exposure to fluctuating temperatures and extreme hot/cold.

The qualifications listed above are intended to represent the education, experience, skill and ability levels typically needed to successfully perform the essential duties contained in this job description. Mount Healthy City Schools (MTHCS) is an equal opportunity employer and does not discriminate against individuals regardless of race, sex, sexual orientation, religion, national origin, age, gender identity or expression, ancestry, familial status, military status or disability in its programs, activities, and employment policies. MTHCS fully supports the hiring and employment of individuals with physical or mental disabilities who meet the job qualifications, so long as the individuals are able to perform the essential duties of the position with or without reasonable accommodation.