

GEORGE-LITTLE ROCK COMMUNITY SCHOOL DISTRICT
Job Description

Rev 07/12

Position Title: Food Service Cook

General Characteristics:

Recruited by: Food Service Manager
Recommended for appointment by: Food Service Manager with approval of Superintendent
Contracted by: Board of Education

Working Relationships:

Type of Authority: Staff
Reports to: Food Service Manager
Consults with: Food Service Manager

Basic Functions:

To prepare and serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

Position Responsibilities:

1. Assists in the preparation and serving of food.
2. Assists in the daily clean-up of the kitchen, service area, and tables.
3. Performs major cleaning of refrigerators and storerooms at regularly scheduled intervals as designated by the Food Service Director.
4. Reports to the Food Service Director any faulty or inferior quality food.
5. Daily shares in the cleaning of all kitchen equipment and the washing and sterilizing of all dishes, silverware, utensils, etc.
6. Maintains the highest standards of safety and cleanliness in the kitchen.
7. Assumes responsibility for the storage and disposal of all new and unused foods.
8. Willingness to accept special assignments as indicated by the Food Service Director.
9. Must comply with all safety and health standards as set forth by the Superintendent, Food Service Director, and State and Federal regulations.
10. Provides a program for care, cleaning, regular maintenance and preventive maintenance of all school-owned equipment which is used and in custody with the employee position described herein.
11. Will maintain accurate time cards and submit weekly to the district business manager.

Preparation, Experience, and Skills:

1. Demonstrates an aptitude for successful performance of the tasks listed.
2. Is physically able to work in a standing position for prolonged periods and to walk much of the time during the day. Is able to work in warm surroundings. Has manual dexterity to handle knives, choppers, and mechanical apparatus. Is able to lift materials weighing up to 45 pounds.

Work Year:

The work year will be based on actual work days established by the Board of Education each year. The work year will usually be 180 days.