

BEMIDJI AREA SCHOOLS

POSITION JOB DESCRIPTION

POSITION TITLE ELEMENTARY COOK
IMMEDIATE SUPERVISOR OF COORDINATOR OF FOOD SERVICE

ORIGINATION DATE 12/11/89
 LAST REVISION DATE 5/20/08
 BAND & GRADE B-2-1-4

F.S. COORDINATOR COOK
SUPERVISOR EMPLOYEE

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Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

JOB SUMMARY (Basic Purpose of Position)

TO PREPARE AND PROVIDE NUTRITIONALLY MEALS TO ALL CUSTOMERS THAT MEET THE NUTRITIONAL GUIDELINES OF THE CHILD NUTRITION PROGRAM

REGULAR ROUTINE DUTIES: List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D,W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES: What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS: How Will You Know the Job is Done?
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Note: List each major job function prior to listing of routine duties, skills, and performance standards

MAJOR JOB FUNCTION:	BAND/ GRADE	% OF TIME D,W	WC	KNOWLEDGE OF:	PERFORMANCE STANDARDS:
PREPARE MEALS FOR STUDENTS					
1. ASSIST FOOD SERVICE COORDINATOR IN EVALUATION OF MENUS	A 1	10 M		1. QUANTITY RECIPES 2. HACCP 3. KITCHEN EQUIPMENT 4. STANDARD OPERATING PROCEDURES 5. BREAKFAST AND LUNCH REGULATIONS	1. MENUS ARE EVALUATED MONTHLY. 2. FOOD SERVICE WORKERS ARE ASSIGNED DUTIES AND ARE SUPERVISED.
2. ASSIGN AND SUPERVISE DUTIES OF THE FOOD SERVICE WORKERS AT YOUR SITE.	B 2	10 D		6. PORTION CONTROL 7. WELLNESS POLICY	3. BREAKFAST AND LUNCH MENUS ARE PREPARED AS PLANNED
3. PREPARE MENUS AS WRITTEN OR AS SUBSTITUTIONS HAVE BEEN ARRANGED FOR	A 1	50 D			4. ORDERS FOR FOOD AND SUPPLIES SUBMITTED IN A TIMELY FASHION.
4. ESTIMATE NEED AND COMPIL ORDERS	B 2	10 M		ABILITY TO: 1. COMMUNICATE	5. HACCP PLAN IS FOLLOWED WITH CONFIRMING DOCUMENTATION

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Note: List each major job function prior to listing of routine duties, skills, and performance standards					
5. FOLLOW HACCP PLAN AT YOUR SITE NAD DELEGATE DOCUMENTATION TO STAFF	A 1	20 D		SKILLS: 1. OPERATE KITCHEN EQUIPMENT 2. PREPARE AND PRESENT PALATABLE FOOD ITEMS 3. RECORDKEEPING	6. ALL INCOMING ORDERS ARE CHECKED WHEN RECEIVED 7. RECORDS AND REPORTS ARE ON FILE 8. PRODUCTION RECORDS ARE COMPLETED DAILY. 9. WORKSHOPS, IN-SERVICES AND MEETINGS WERE ATTENDED WHEN SCHEDULED.
6. CHECK, RECEIVE AND DISTRIBUTE INCOMING ORDERS	A 1	5 D			
7. PREPARE RECORDS AND REPORTS AS NEEDED (LEAVE REQUESTS, ACCIDENT REPORTS, TIME SHEETS, ETC.)	A 1	5 D			
8. COMPILE PRODUCTION RECORDS FOR BREAKFAST AND LUNCH DAILY	A 1	5 D			
9. ATTEND WORKSHOPS, IN- SERVICES, MEETINGS FOR INFORMATION AND TRAINING IN THE SCHOOL NUTRITION PROFESSION	A 1	10 M			