

## BEMIDJI AREA SCHOOLS POSITION JOB DESCRIPTION

POSITION TITLE COOK (MS & SH)  
IMMEDIATE SUPERVISOR COORDINATOR OF FOOD SERVICE

ORIGINATION DATE 12/11/89  
LAST REVISION DATE 5/18/06  
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 IIN EVALUATION OF MENUS	A 1	10 M		1. QUANTITY RECIPES 2. HACCP 3. KITCHEN EQUIPMENT 4. STANDARD OPERATING PROCEDURES 5. BREAKFAST AND LUNCH REGULATIONS 6. PORTION CONTROL 7. WELLNESS POLICY	1. MENUS ARE EVALUATED MONTHLY. 2. FOOD SERVICE WORKERS ARE ASSIGNED DUTIES AND ARE SUPERVISED. 3. BREAKFAST AND LUNCH MENUS ARE PREPARED AS PLANNED 4. ORDERS FOR FOOD AND SUPPLIES SUBMITTED IN A TIMELY FASHION. 5. HACCP PLAN IS FOLLOWED WITH CONFIRMING DOCUMENTATION
2. ASSIGN AND SUPERVISE DUTIES OF THE FOOD SERVICE WORKERS AT YOUR SITE.	B 2	10 D			
3. PREPARE MENUS AS WRITTE OR AS SUBSTITUTIONS HAVE BEEN ARRANGED FOR	A 1	50 D			
4. ESTIMATE NEED AND COMPIL ORDERS	B 2	10 M		ABILITY TO: 1. COMMUNICATE	

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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

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