

**BEMIDJI AREA SCHOOLS**  
POSITION JOB DESCRIPTION

POSITION TITLE Elementary Cook

ORIGINATION DATE 12/11/89

LAST REVISION DATE 5/20/08

IMMEDIATE SUPERVISOR Food & Nutrition Service Coordinator

BAND & GRADE B-2-1-4

**Job Summary (Basic Purpose of Position)**

**SUPERVISOR**

**EMPLOYEE**

To prepare and provide nutritional meals to all customers that meet the nutritional guidelines of the child nutrition program.

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

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?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
MAJOR JOB FUNCTION: PREPARE MEALS FOR STUDENTS  1. Assist Food Service Coordinator in evaluation of menus. 2. Assign and supervise duties of the food service workers at your site. 3. Prepare menus as written or as substitutions have been arranged for. 4. Estimate need and compile orders. 5. Follow HACCP plan at your site and delegate documentation to staff. 6. Check, receive and distribute incoming orders. 7. Prepare records and reports as needed (leave requests, accident reports, time sheets, etc.). 8. Compile production records for breakfast and lunch daily. 9. Attend workshops, in-services, meetings for information and training in the school nutrition profession.	A1  B2  A1  B2 A1  A1 A1  A1	10 M  10 D  50 D  10 M 20 D 5 D 5 D  5 D  10 M		Knowledge of:  1. Quantity recipes. 2. HACCP 3. Kitchen equipment 4. Standard operating procedures 5. Breakfast and lunch regulations 6. Portion control 7. Wellness policy  Ability to:  1. Communicate  Skills:  1. Operate kitchen equipment 2. Prepare and present palatable food items 3. Recordkeeping	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. 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.