

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 12-11-89
 LAST REVISION DATE February 2019
 BAND & GRADE B-2-1-4

POSITION TITLE Cook (MS & HS)

IMMEDIATE SUPERVISOR Food & Nutrition Services Coordinator

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.

SUPERVISOR

EMPLOYEE

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 | | | | | |
| 1. Assist Food & Nutrition Services Coordinator in evaluation of menus. | A1 | 10M | | Knowledge of: | 1. Menus are evaluated monthly. |
| 2. Assign and supervise duties of the food service workers at your site. | B2 | 10D | | 1. Food service operation. | 2. Food service workers are assigned duties and are supervised. |
| 3. Prepare menus as written or as substitutions have been arranged for. | A1 | 50D | | 2. State, Federal and district policies and procedures. | 3. Breakfast and lunch menus are prepared as planned. |
| 4. Estimate need and compile orders. | B2 | 10M | | 3. Quantity recipes | 4. Orders for food and supplies submitted in a timely fashion. |
| 5. Follow HACCP plan at your site and delegate documentation to staff. | A1 | 20D | | 4. HACCP | 5. HACCP Plan is followed with confirming documentation. |
| 6. Check, receive and distribute incoming orders. | A1 | 5D | | 5. Kitchen equipment | 6. All incoming orders are checked when received. |
| 7. Prepare records and reports as needed (leave requests, accident reports, time sheets, etc.). | A1 | 5D | | 6. Standard operating procedures | 7. Records and reports are on file. |
| 8. Compile production records for breakfast and lunch daily. | A1 | 5D | | 7. Breakfast and lunch regulations | 8. Production records are completed daily. |
| 9. Attend workshops, in-services, meetings for information and training in the school nutrition profession. | A1 | 10M | | 8. Portion control 9. Wellness policy Ability to: 1. Communicate effectively through speaking and writing 2. Direct the work of assigned staff 3. Perform under stressful situation | 9. Workshops, in-services and meetings were attended when scheduled. |

| 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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| <p>10. May drive district vehicle(s) for satellite service, catering events, and/or mobile food service operations.</p> | | | | <p>with frequent interruptions</p> <ol style="list-style-type: none"> 4. Work independently 5. Work effectively with a diverse group of staff, students and customers 6. Maintain confidentiality 7. Maintain records 8. Use time effectively 9. Demonstrate consistent and reliable attendance. 10. Drive motor vehicle(s) 11. Maintain a valid driver's license <p>Skills:</p> <ol style="list-style-type: none"> 1. Operated kitchen equipment 2. Prepare and present palatable food items 3. Recordkeeping | <p>10. Provide satellite service, event catering and mobile food service as directed.</p> |
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MINIMUM QUALIFICATIONS: Must be able to obtain and maintain a Minnesota Department of Health Food Service Manager Certification