



Position Description

Child Nutrition Services - Cook

Salary Level: Per Collective Bargaining Agreement

Prepared Date: January 29, 2013

Contract/Benefits: Per Collective Bargaining Agreement

Prepared By: Child Nutrition Services

Department or Area: Child Nutrition Services

Approved By: David M. Wildonger, Chief Operations Officer

Reports To: CNS Cafeteria Manager

Qualifications:

1. ServSafe Certification.
2. 5 years experience in large scale food service operation preferred.
3. Good organizational skills.
4. Knowledge and understanding of the National School Lunch Program regulations.
5. Satisfactory work record & criminal/child abuse clearances (Acts 34, 114, and 151).
6. Knowledge of the care and use of kitchen equipment and utensils used in food preparation and service.
7. Knowledge of the materials, equipment, methods and techniques of preparing foods in quantity.
8. Must possess basic computer skills and basic knowledge of PCS system (depositing money, looking up student ID etc.).
9. Such additional or alternatives to the above qualifications as the board may determine appropriate and acceptable.

Summary:

The cook's position is general food preparation work which differs from the Child Nutrition Services Helper or the Assistant Cook position in the complexity of duties and level of responsibility. Work involves one or more of the following duties: (1) food preparation work of a primary nature involving the cooking of the main entrees or other items in a cooking facility and by following standardized recipes; (2) general cleaning of preparation areas, (3) responsible for verifying and following meal eligibility through POS, (4) responsible for completing daily production records. Job responsibilities are not limited to these areas. This summary is to be used as a guide for Child Nutrition Service Managers and Cooks to assist in understanding the scope of work in a cook's position. Work is performed under the immediate supervision of a Child Nutrition Service Manager.

Responsibilities:

1. Must possess mathematical skills related to production, ordering, and inventory.
2. Must have a history of establishing and maintaining effective working relationships with associates.
3. Must understand and follow oral and written instructions.
4. Must follow established time schedules for food preparation.
5. Ability to follow the monthly menu.
6. Ability to follow a recipe and complete a recipe conversion.
7. Ability to supervise employees in relationship to production.
8. Required to supervise kitchen staff and report any issue to the Child Nutrition Services Manager.

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9. Carries out supervisory responsibilities in accordance with the district policies.
 10. Cooks the main entrees or other menu items in a cooking unit.
 11. Operates cooking and preparation equipment.
 12. Follows sanitation standards and regulations.
 13. Turns on and plugs in all equipment upon arrival.
 14. Follows prescribed menus and standardized recipes.
 15. Responsible for adequate production following NSLP guidelines.
 16. Completes daily production records.
 17. May count the number of leftover food items at the end of day.
 18. Cleans cooking equipment related to his/her responsibility.
 19. May perform heavier cleaning tasks related to his/her responsibilities on a periodic basis.
 20. Ability to complete POS closing.
 21. Prepares weekly vendor orders.
 22. Prepares weekly orders of food, produce, bread and dairy.
 23. Completes inventory of food products.
 24. Creates schedules related to daily kitchen duties such as cashiering, serving, dish room, etc.
 25. Performs such other tasks and assumes such other responsibilities as may be assigned or delegated by the supervisor.

Competencies:

Interpersonal Skills

Parent and Community Relations

Responds to parent/community requests for service and assistance related to Child Nutrition Services.

Interpersonal Relations

Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; shows reasonable control of personal emotions; exhibits objectivity and openness to the views of others.

Oral Communication

Speaks clearly and persuasively in positive or negative situations; listens and solicits clarification; responds appropriately to questions; demonstrates group presentation skills.

Written Communication

Writes clearly and effectively and presents numerical data effectively.

Teamwork

Balances team and individual responsibilities; gives and welcomes feedback; contributes to District's positive morale.

Leadership Skills

Change Management

Communicates changes effectively; prepares and supports those affected by change.

Leadership

Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Quality Management

Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; fosters a focus on quality in others.

Safety and Security

Observes safety and security procedures when appropriate; determines appropriate action beyond safety and security guidelines.

Problem Solving

Identifies and resolves problems in a timely manner; assists in the development of alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics.

Organizational Skills

Cost Management

Works within approved budget as instructed by Child Nutrition Manager; conserves district/school resources.

Diversity

Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Organizational Support

Follows policies and procedures; completes administrative tasks and reports correctly and on time; supports district/school's goals and values.

Strategic Thinking

Works with Child Nutrition Manager to develop strategies to achieve district/school goals; understands district/school's strengths & weaknesses; aligns work with strategic goals; adapts strategy to changing conditions.

Personal Competencies

Judgment

Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Ethics

Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically.

Motivation

Sets and achieves personal goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.

Planning/Organizing

Prioritizes and plans work activities; uses time efficiently; sets daily/weekly goals and objectives.

Professionalism

Approaches others in a tactful manner; reacts well under pressure; treats others with respect regardless of their status or position; accepts responsibility for own actions.

Personal Quality

Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies supervisor feedback to improve performance; monitors own work to ensure quality.

Dependability

Follows instructions, responds to supervisory direction; completes tasks on time or notifies appropriate person with an alternate plan; is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Innovation

Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving instruction and related activities; develops innovative approaches and ideas.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk and use hands to finger, handle, or feel. The employee is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation:

The person filling this position will be evaluated according to the evaluation process adopted by the Allentown School District.

Reviewed and read by: _____ Date: _____
Individual serving in this position