

## Job Description

<b>Job Title:</b>	Food Service Cook
<b>Employment Location:</b>	Circle of Nations Pemmican Hall 832 North 8 <sup>th</sup> Street Wahpeton, ND 58075
<b>Department:</b>	Kitchen
<b>Immediate Supervisor:</b>	Food Service Supervisor
<b>Pay Status:</b>	Non-Exempt
<b>Calendar Classification:</b>	9- Month Staff
<b>Terms of Employment:</b>	Salary and work year to be established by the school board. Duty hours to include 8 hours per day/40 hours per week.
<b>Evaluation:</b>	Performance of this job will be evaluated in accordance with the provisions of the school board's policy on evaluation of staff personnel.
<b>Education/Qualifications:</b>	High School Diploma or GED is required. Specialized education and training in food service management and nutrition is preferred. Must possess a valid driver's license.
<b>Physical Activity:</b>	Employee will be required to stoop, kneel, stand, walk, sit, lift, speak, and hear.
<b>Physical Requirements:</b>	Employee shall be able to exert up to 40 lbs of force occasionally and up to 20 lbs of force frequently to lift, push, pull, carry or otherwise move objects, including the human body.
<b>Mental Requirements:</b>	Employee shall be able to appropriately adapt to mildly stressful and/or emotional situations.
<b>Working Conditions:</b>	Worker is subject to activities that occur indoors and outdoors. Outside temperatures range from below 32 degrees to above 75 degrees.

### Duties and Responsibilities

- Responsible for assisting with food production and service as assigned.
- Responsible for performing daily and periodic cleaning as assigned.
- Responsible for operating food service equipment.
- Responsible interaction with students, staff, and the public.
- Must have a knowledgeable understanding of school food service program requirements
- Responsible for knowledge of quantity food production and serving techniques and food safety/sanitation requirements and procedures
- Must possess a general knowledge and understanding of nutrition
- Must be able to understand oral and written instructions
- Responsible for assisting in menu planning, purchasing, record keeping, and other functions as assigned by the food service supervisor
- Responsible for daily checks to ensure all exit doors are open and all panic bolts are in working order
- Responsible for sweeping, cleaning, and washing of all areas of kitchen as assigned by the supervisor
- Responsible for maintaining janitorial supplies by advising supervisor well in advance for material or equipment needed
- Responsible for immediate reporting to the supervisor of any damage to the kitchen area
- Responsible for making minor repairs of which he/she is capable

- Responsible for assuming responsibility for the safe condition of the kitchen
- Be responsible for seeking assistance for students with special needs.
- Take necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Be responsible for assisting the administration in implementing policies and/or rules governing student conduct and developing reasonable rules for behavior. Maintains order in a fair and just manner.
- Will perform other tasks and assume responsibilities of a professional nature as assigned by the CEO/Business Manager of the school and his/her designee.

**Training**

- Must be able to obtain the appropriate certification, licensing requirements or training in the following areas:
  - Crisis Prevention Intervention (CPI)
  - Cardiopulmonary resuscitation (CPR)
  - Automated external defibrillator (AED)
  - First Aid
  - Child Abuse and Mandated Reporting requirements and procedures
  - Confidentiality requirements and laws
  - Family Education Rights and Privacy Act (FERPA)
  - Student Rights
  - Student Check out Policy
  - Continuity of Operations Plan (COOP) Plan
  - Blood Borne Pathogens
  - Emergency Response Plan (ERP)
  - Fire Safety and Fire Drills

Note: The signatures below indicate that the employee and administrator have discussed the elements of this job description. Employee signature indicates an understanding of the job description and an understanding that his/her job performance will be evaluated based upon these criteria.

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Employee	Date	Date
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