

**ZANESVILLE CITY SCHOOLS DISTRICT  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>COOK 5/7 HOUR</b>	<b>REPORTS TO:</b>	Head Cook
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**TRAINING QUALIFICATIONS**

- High school diploma or GED equivalency.
- Demonstrated aptitude for successful performance of assigned duties and responsibilities.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REQUIRED SKILLS AND ABILITIES**

- **Communication Skills:** Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing.
- **Leadership Ability:** Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them.
- **Mathematics Skills:** Must have the ability to work with basic mathematical and computational concepts.
- **Reasoning Ability:** Must be able to define problems, collect data, establish facts, and draw valid conclusions.
- **Technology Skills:** Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email.

**PERSONAL QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aide and ensure the safety of all.
- Is able to accept constructive criticism/feedback.
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community.
- Is conscientious and assumes responsibility for one's own work performance.
- Anticipates problems and unforeseen events and deals with them in an appropriate manner.
- Demonstrates an ability to make proper decisions when required.
- Demonstrates loyalty to the administrative team.
- Possesses high moral character and a good attendance record.
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation.
- Participates in appropriate professional organizations and their activities.
- Maintains a calm attitude and sense of control at all times.
- Maintains a high level of ethical behavior and confidentiality of information.
- Possesses the ability to be flexible and adaptable to changing situations.

**JOB GOAL**

To serve the students attractive and nutritious meals in an atmosphere of efficiency cleanliness and warmth.

**WORK ENVIRONMENT/CHARACTERISTICS AND CONDITIONS**

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday.
- Occasional exposure to blood, bodily fluids and tissue.

- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children/adults.
- Many situations that require hand motions, e.g., computer keyboard typing, writing.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop.
- Consistent requirements to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds.

**DUTIES AND RESPONSIBILITIES**

1. Assists in the preparation and serving of food in a quick and pleasant manner.
2. Assumes responsibility for seeing to it that during meal service periods the supply of foods offered is replenished regularly.
3. Assists in the daily cleanup of the kitchen and service area.
4. Performs major cleaning of refrigerators and storerooms at regularly scheduled intervals as designated by the head cook.
5. Assumes responsibility for storage and disposal of unused foods.
6. Works cooperatively with other food service employees.
7. Observes safety and sanitation guidelines and rules of the food service area.
8. Assumes responsibilities of head cook on a temporary basis, if needed.
9. Attends appropriate workshops to keep knowledgeable of State and Federal lunch program regulations
10. Follow rules for safe food handling practices.
11. Performs cleaning of kitchen equipment, serving lines, reach in coolers, reach in warmers, ovens.
12. Learn the guidelines of the National School Lunch Program.
13. Able to identify a reimbursable lunch.
14. Rotation of duties between staff members: line server, BOH (Back of House) prep person/cashier, etc.
15. Records temperature of food in HACCP (Hazard Analysis Critical Control Point) folder on a daily basis.
16. Must be flexible with working hours (hours may change due to school schedules).
17. Performs other duties in the food services program as may be assigned by a head cook and/or the food services supervisor.

TERMS OF EMPLOYMENT	191 Contract Days
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