

**TRI-COUNTY SPECIAL EDUCATION JOINT AGREEMENT
JOB DESCRIPTION**

TITLE: COOK

QUALIFICATIONS:

- (1.) Must meet all health standards as prescribed by the local health authority and state mandates.
- (2.) Demonstrated aptitude and competence for assigned responsibilities.
- (3.) Previous experience in the bulk preparation of food in an institution or restaurant is desirable.
- (4.) Must have state food safety and sanitation license, referred to as a food handlers license.
- (5.) Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.
- (6.) Physical Ability to perform responsibilities as listed below.

REPORTS TO: Building Supervisor

SUPERVISES: Assistant Cook (s)

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

TERMS OF: Nine (9) month year normally defined as 176 student attendance days. In addition there will normally be an additional 5 work days on non student attendance days. A work day is normally defined as a (8) eight hour day. The salary and work year will be established by the Board.

PERFORMANCE RESPONSIBILITIES:

1. Supervises and instructs kitchen personnel in the safe, proper and efficient use of all kitchen equipment.
2. Maintains the highest standards of safety and cleanliness in the kitchen.
3. Checks food shipments into the school, signing invoices only after each order has been verified. The Cook will maintain an orderly file of all receipts.
4. Determines the quantities of each food to be prepared daily.
5. Determines the size of serving to meet the necessary age requirements.
6. Prepares food according to a planned menu and tested, uniform recipes, and determines if the finished product is of best quality both in flavor and appearance before it is served.
7. Records all food requisitions from the storeroom, and records all meals served, designating with or without milk.
8. Will oversee the locking of the storeroom, refrigeration, freezers and the maintaining of a correct monthly inventory.
9. Orders on a weekly basis all necessary supplies.
10. Reports immediately to the principal any problem or accident occurring in the kitchen or the cafeteria premises. (Including necessary repairs to equipment)

11. Confers with Building Supervisor and Director regarding any personnel problems.
12. Reports to the Building Supervisor and Director any faulty or inferior quality food which is received.
13. Cooperates with personnel of the local health authority and insures that corrective action takes place relative to any and all noted deficiencies.
14. Attends all meetings called by the Building Supervisor or Director.
15. Attends all workshops as required by the Illinois State Board of Education.
16. Makes changes in the daily menu only when authorized to do so by the Principal or Food Service Director.
17. Assumes other duties and responsibilities as assigned by the Building Principal or the Director in line with institutional needs.
18. Must be able to lift a minimum of #50 pounds.

Revised 3/11