

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Cook Manager		
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening. Must possess a food handler's certificate.	REPORTS TO:	Food Service Supervisor or Building Administrator
EDUCATION:	High School Diploma or GED Equivalent	FLSA Status:	Non-Exempt
LENGTH OF WORK YEAR:	182 Days/Year		
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
GENERAL JOB DESCRIPTION:	<p>Under supervision of the food service supervisor, employee performs a variety of routine duties related to the production and serving of food in a school. Performs routine cleaning of kitchen facilities and equipment. Work is performed on a close time schedule and must possess some computer knowledge. Employee may supervise and evaluate cafeteria workers. General supervision is received from the school principal or designee; technical supervision is received from the food services supervisor. Employee has immediate responsibility for the management and operation of the school kitchen. Work involves strict adherence to nutrition, sanitation and safety standards. Knowledge of standard sanitation procedures for care and cleaning of kitchen equipment. Knowledge of basic nutrition principles. Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. Responsibilities include student safety and security. This position is considered a safety sensitive position.</p>		

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Regular attendance is an essential function of this job.
2. Directs and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment and other duties.
3. Maintains the highest standards of safety and cleanliness in the kitchen to a standard that will pass semi-annual health inspections. Knowledgeable of food safety temperatures, HACCP guidelines, and SDS procedures..
4. Checks food shipments into the school, signing invoices only after each order has been verified.
5. Responsible for checking that all equipment is turned off at the end of the shift and locking up and securing kitchen.
6. Determines the quantity of each food to be prepared daily using the size of serving specified for grade groups being served..
7. Prepares food according to the District menu, using USDA recipes and food preparation methods which promote dietary guidelines.
8. Records all food requisitions from the storeroom and records all meals served, in the required manner.
9. Responsible for all staff training and appropriate training of assistant cooks.
10. Maintains correct inventory levels for both breakfast and lunch, ordering all necessary supplies on a weekly basis.
11. Informs the principal and supervisor immediately of any problem or accident occurring in the kitchen or cafeteria.
12. Confers with the Food Services Supervisor and/or Principal regarding any personnel problems.
13. Reports to Food Services Supervisor any faulty or inferior quality food which is received.
14. Directs and assists in the regular cleaning of all kitchen equipment and the daily washing and sterilizing of all dishes, silverware and utensils.
15. Maintains records as required by the District, State and Federal agencies including food handler cards.
16. Maintains an attractive, friendly lunch room environment.
17. Takes responsibility for training personnel in the required meal components so all meals served are reimbursable.
18. Attend appropriate in-service training when scheduled by the administration.
19. Reports to Food Services Supervisor any faulty equipment.
20. Determines and reports to Food Services Office the quantity of food and supplies needed for all meals for the upcoming week.
21. Assist with finding substitute workers to cover any kitchen absences, including their own.

22. Works cooperatively with the Food Services Supervisor, building administration and staff.
23. Additional duties as assigned by principal or supervisor.
24. Regular attendance is an essential function of this position.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					X
11-20 lbs.				X	
21-50 lbs.			X		
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: not more than 50 lbs.					
If required, lifts over <u>50</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					X
11-20 lbs.				X	
21-50 lbs.				X	
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount carried by worker without assistance: not more than 50 lbs.					
If required, carrying over <u>50</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					X
11-20 lbs.				X	
21-50 lbs.			X		
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: 50 lbs. unless assisted with a device, etc.					
Distance: <u>75</u> Type of Surface: (i.e. level, carpet, tile): <u>any</u>					

ENVIRONMENT (WORK CONDITIONS)	
Works Inside <u>99</u> % of the time	/ Works Outside <u>1</u> % of the time.
Temperature Extremes: Yes - taking out the trash	
Works on or around moving machinery or mechanical parts: Yes	

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop			X		
Twist					X
Crouch/Squat			X		

