

# PARK CITY SCHOOL DISTRICT

## JOB DESCRIPTION

### COOK

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#### **DEFINITION:**

Under the direction of the Food Service (Kitchen) Manager, assist in the preparation and serving of food at assigned school site; ensure food service facilities, equipment and utensils are in clean and sanitary condition.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in the preparation and service of food; prepare fruits, vegetables, cereals and desserts; assemble various ingredients as assigned; package and wrap food items according to established procedures and portion control standards; serve meals on serving lines; set out prepared foods.
- Prepare salads, sandwiches and packaged foods for distribution; mix, slice, grate and chop food items; open cans; replenish containers as necessary.
- Assist in maintaining food service facilities, equipment and utensils in a clean and sanitary condition; sweep and mop floors to assure a safe and sanitary work environment; operate dishwashers and wash trays, pots, pans, plates, utensils and other serving equipment.
- Clean serving counters, tables, chairs, food containers and other food service equipment; prepare food and beverages for sale; count and set-up plates, trays and utensils.
- Perform routine cashiering duties as assigned; count money and make correct change.
- Operate standard food service equipment such as slicers and warmers.
- Stock condiments, food items and paper goods; assist in the storage and rotation of supplies in storage areas.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: sufficient education to demonstrate the knowledge and abilities listed above and two (2) years increasingly responsible experience in the preparation of food in large quantities.

##### Licenses and other Requirements:

- Valid Utah Class D Driver's License.
- Valid ServeSafe certification.
- Employees must participate in available training and complete required continuing education/training hours to meet USDA professional standards.
- Criminal Justice Fingerprint/Background Clearance.

##### Knowledge of:

- Basic food preparation including washing, cutting and assembling food items and ingredients.
- Basic kitchen utensils and equipment.
- Interpersonal skills using tact, patience and courtesy.
- Basic mathematic calculations and cashiering skills.

Ability to:

- Provide timely service of foods for students and staff at an assigned school site.
- Assist in maintaining clean and sanitary food service facilities, equipment and utensils.
- Wash, cut, slice, grate, mix and assemble food items and ingredients.
- Communicate effectively both orally and in writing.
- Work cooperatively with others
- Understand and follow oral and written directions.
- Operate a cash register and make change accurately.
- Add, subtract, multiply and divide quickly and accurately.

**WORKING CONDITIONS:**

Work Environment:

- Indoor/Food Service environment.

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

- Standing for extended periods of time.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
- Dexterity of hands and fingers to operate food service equipment.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Seeing to monitor food quality and quantity.

Hazards:

- Subject to heat from ovens.
- Exposure to very hot foods, equipment, and metal objects.
- Working around knives, slicers or other sharp objects.
- Exposure to cleaning chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA STATUS:**

**APPROVAL DATE**

**SALARY GRADE**

**Non-Exempt**

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