

GORHAM SCHOOL DEPARTMENT

TITLE: School Nutrition Cook

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Specialized training in sanitation, food handling, safety
3. Positive attitude towards change and growth.
4. Knowledge of basic mathematics.

REPORTS TO: School Nutrition Manager

JOB GOAL: To serve students and staff a quality meal in a pleasant, inviting atmosphere.

RESPONSIBILITIES:

1. Responsible for high standard of nutrition.
2. Responsible for preparing main meal and vegetables as listed on the menu in amounts needed.
3. Responsible for following all established sanitation procedures.
4. Assist in student/meal accountability as required in school assigned.
5. Assist in supervision of children during breakfast service as required in school assigned.
6. Assist Manager in ordering food and supplies.
7. Responsible for preparing food items as required.
8. Responsible for preparing entrée items for other schools as required.
9. Assist in preparation, serving and clean-up of meal as assigned by immediate supervisor.
10. Check increased main meal/vegetable recipes as required by Manager.
11. Assist immediate supervisor in accountability of food and supplies used daily.
12. Responsible for food items to be properly stored/thawed as needed for meal preparation.
13. Responsible for performing Manager's duties when absent.
14. Responsible for correct equipment use and reporting of needed maintenance.
15. Ability to work harmoniously with staff.

16. Assist in supervision of assigned kitchen personnel. (Food Service Helpers & Substitutes)
17. Check availability of supplies for next day's menu, main meal/vegetable items.
18. Assist in money accountability system accurately as assigned.
19. Ability to lift food and food (45 lbs) related supplies.
20. Responsible for all other job related duties as assigned.

WORK YEAR: Ten-month year. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012