

Washington West Supervisory Union Job Description

JOB TITLE: Cook / Vending

FLSA STATUS: Non-Exempt

UPDATED: FY 2014

POSITION OBJECTIVES: To perform daily cashier duties, stock vending machines, assist in the coordination of the production of food, and perform a variety of routine and skilled food service and preparation tasks for the food service school programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Assist in the production of components for the K-8 and high school program.
- Assist Head Cook with distribution of lunches to K-8 schools.
- Assist with routine food preparation (i.e. cutting up fruits and vegetables, making and wrapping sandwiches, and the like) and food service tasks.
- Serve hot and/or cold food and/or beverages.
- Perform cashiering function during lunch periods, as directed.
- Ensure optimal sales by keeping vending machines adequately stocked and in working order.
- Clean and organize food service and dining areas.
- Assist with stocking and setting up work areas, snack bar, and cafeteria lines.
- Assist with daily cleaning duties in the cafeteria including cleaning equipment and work areas, operating dishwasher and/or scrubbing pots and pans, cleaning up lines at end of meal shift, and putting away/disposing of leftovers.
- Assist in maintaining order in the cafeteria as needed, ensuring that students conduct themselves in accordance with established cafeteria rules. Report unusual problems to the building administrator or Food Service Director.
- Complies with State Sanitation Guideline requirements stating that all employees shall keep clean and wear clean outer garments at all times while engaged in handling food, drink, utensils or equipment. The use of caps, hairnets, headbands, pins, or other hair restraints is required for all food handlers.
- Assist with other cafeteria duties as assigned, and act as backup to Head Cook.

SUPERVISION RECEIVED: Direct supervision is received from the Food Service Director. Direction and work assignments shall also be received from the Sous Chef.

SUPERVISORY RESPONSIBILITIES: No supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. Basic Education (high school or equivalent), plus one to two years experience in a commercial kitchen setting, or a combination of education and experience from which comparable knowledge and skills are acquired.
- Language Skills. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, and other employees of the organization.

- Mathematical Skills. Ability to add, subtract, multiply, and divide in units of American money, weight measurement and volume.
- Reasoning Ability/Mental Requirements. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.
- Good personal hygiene.

PHYSICAL EFFORT AND STRESS: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl; climb or balance and taste or smell. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORKING CONDITIONS: While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; extreme heat; and dirt/dust. The employee is occasionally exposed to extreme cold. The noise level in the work environment is usually moderate.

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 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.