



Lewiston-Altura Public Schools, ISD #857 - Job Description

Job Title: **ELEMENTARY/INTERMEDIATE/HIGH SCHOOL HEAD
COOK**

Department/Section: Foodservice, Support

State Job Match: 124

Title of Immediate Supervisor: Foodservice Director

JOB SUMMARY -- This position assists in preparing and serving students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

Task No. And DESCRIPTION

1. Directs the preparation of all food for meals served.
2. Operates computer to record student meal participation, as needed.
3. Orders food and non-food supplies from district food service director.
4. Operates equipment, in a safe, proper, and efficient manner.
5. Maintains the highest standards of safety and cleanliness in the food service department.
6. Reports immediately to the food service director and/or principal any problem or accident occurring in the kitchen or the cafeteria premises.

The above tasks are listed for the purpose of identifying the appropriate State Job Match for this job class and are not intended to be a comprehensive list of all responsibilities and tasks which may be assigned to this position.

QUALIFICATIONS: Specific training or job experience required before appointment: High school diploma. Preference for experience in food service. Food Manager's Certification. Physical requirements: Moderate to heavy lifting.

Estimated length of time required for new entrant to achieve acceptable level of proficiency: Six months.

ORGANIZATIONAL RELATIONSHIPS: This position reports directly to the Foodservice Director and works in cooperation with other foodservice staff.

WORKING CONDITIONS: Occasional extreme heat.

TERMS/CONDITIONS OF EMPLOYMENT: School days only. Hours to be determined by food service director. Salary and benefits reflected by the Lewiston-Altura School Support Staff Salary and Benefits Handbook.

Lewiston-Altura Elementary/Intermediate/High School Head Cook Job Description

PERFORMANCE REVIEW: Food Service Director will evaluate in accordance with school district policy.

Updated May 18, 2007

Updated January 2014