



Position Description

School District of Monroe

- JOB TITLE:** Cook/Coordinator
- CLASSIFICATION:** Hourly Support Staff
- JOB OBJECTIVE:** Contribute to a quality and efficient food service operation for students and staff at the assigned school
- REPORTS TO:** Director of Food Services
- QUALIFICATIONS:** High School diploma. Ability to learn and perform basic food service methods and procedures. Ability to obtain Food Service Safety certification. Basic computer and social media skills. Ability to work collaboratively with students and staff. Ability to lift up to fifty pounds in a general work setting.
- ESSENTIAL DUTIES:**
- Complete daily meal preparation, serving, and clean-up
 - Organize food/ingredients for following days' menus.
 - Complete a daily production report for the Director of Food Service covering food prepared and meals served
 - Direct and supervise all kitchen staff
 - Maintain current and accurate inventories of foods, food products and supplies
 - Provide Director of Food Services with data for completion of required state/federal reports
 - Order/purchase food and supplies as directed
 - Monitor and report all inferior food or faulty food equipment
 - Complete all activities following procedures and practices which are in compliance with applicable food service safety and sanitation requirements
 - Learn and complete standard food service techniques for preparation, cleaning, and sanitation
 - Maintain a positive and friendly cafeteria atmosphere for school students and staff
 - Collect payments from students (POS, cash, checks) as required

- Process bank deposits
- Train substitutes and new employees on daily operations
- Annually complete required hours of education and training as mandated by United States Department of Agriculture Professional Standards
- Serve as a positive adult role model during interactions with students

ADDITIONAL DUTIES:

- Assist in organizing and cleaning food equipment and storerooms
- Operate cafeteria computer equipment when necessary
- Attend training/meetings for maintenance and improvement of needed skills
- Work at special banquets, breakfast, dinners and other school activities as requested

Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.

REVISED: May 2020