

**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Substitute Cook / Baker

REPORTS TO: Food Service Director

SUPERVISES: N/A

BASIC FUNCTION:

Prepare, cook, bake and serve a variety of foods in quantity at an assigned school site; assist in other food preparation duties as directed; maintain facilities in a clean and sanitary condition; train and provide work direction to others.

REPRESENTATIVE DUTIES:

The terms of employments are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance;
- Prepare and bake rolls, biscuits, breads, cakes, cookies and other baked goods; prepare and combine necessary ingredients.
- Prepare and cook meat dishes, vegetables and other main dishes; prepare salads, sandwiches, fruit, soups, sauces and other foods.
- Assist in determining appropriate quantity of food items for cooking and baking; adjust and extend recipes as needed; maintain food quality standards including appearances, and nutritional requirements.
- Monitor temperatures of food to assure safety and quality standards are met; monitor water temperatures to assure proper temperature for sanitizing.
- Serve food according to established guidelines and replenish serving containers as needed; serve and sell lunch items to faculty.
- Clean cafeteria equipment, utensils and appliances and store food supplies; assure compliance and kitchen sanitation and safety procedures and regulations; clean refrigerators and storerooms as required.
- Assist in storing unused food and supplies; dispose of unusable leftovers; utilize proper methods of handling foods to be stored.
- Operate a variety of standard kitchen utensils and equipment including slicer, chopper, mixer, steamer, fryer, dishwasher, electric warmer, range, oven, pressure cooker, cash register, and other cafeteria equipment as required.
- Train and provide work direction to others.
- Record amounts of food sold and monies collected as assigned; assist with inventory and maintain routine records as directed; prepare records of foods cooked and foods left over.
- Prepare and baked food for special events as needed; assist at banquets or special events as required.

- Assist in other food service areas as needed; collect money and make correct change.
- Check food shipments received at school, in the absence of the manager, signing invoices only after each order has been verified.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Interpersonal skills using tact, patience, and courtesy;
- Basic record-keeping techniques;
- Health and safety regulations.
- Principles and methods of quantity food service preparation, serving and storage.
- Sanitation and safety practices related to handling, cooking, baking and serving food.
- Methods of preparing and serving food in large quantities.
- Methods of adjusting and extending recipes and proper substitutions.
- Proper methods of storing equipment, materials and supplies.
- Standard kitchen equipment, utensils and measurements.
- Basic math and cashiering skills.

ABILITY TO:

- Prepare, cook, bake and serve a variety of foods in quantity at an assigned food service facility.
- Prepare and serve food in accordance with health and sanitation regulations.
- Operate and maintain standard machines and equipment found in school cafeterias and kitchens.
- Prepare attractive, appetizing and nutritious meals for students and staff.
- Lift, bend, reach and stand.
- Follow, adjust and extend recipes.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Lift heavy objects.
- Maintain routine records.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Observe health and safety regulations.
- Train and provide work direction to others.
- Make change accurately.
- Read and write at a level required for successful job performance.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking;

- Requires the ability to communicate effectively using speech, vision and hearing;
- Requires the use of hands for simple grasping and fine manipulations;
- Requires bending, squatting , crawling, climbing, reaching;
- Requires the ability to lift, carry, push or pull light weights.

EVALUATION:

- Evaluated annually by the Food Service Director in accordance with classified personnel standards.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- High School Diploma or G.E.D. Certificate;
- Food Manager's Certification;
- Completion of mandatory annual training requirements as prescribed in 7 CFR parts 210 and 235.

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.	
Employee Signature:	Date: