

<u>JOB TITLE:</u>	<u>REPORTS TO:</u>	<u>WORK YEAR/DAY:</u>	<u>SALARY GRADE:</u>
Food Preparer - Cook/Baker	Director of Food Service	181 Days, 5 days per week, 4.0 hours per day	Classified Salary Schedule - VH III

~~Posted 3-20-24~~

~~Will remain open until 4-20-24 or until position is filled~~

SCOPE OF RESPONSIBILITIES:

The Food Preparers are responsible for the preparation and serving of all food and the cleaning and maintenance of all stoves, ovens, food preparation equipment and cooking utensils under the direction of the cafeteria manager.

PERFORMANCE RESPONSIBILITIES:

1. Prepares all entrees and side dishes.
2. Cooks and bakes food items as necessary for the menu.
3. Fills the serving tables, serves the food, and replenishes the serving line as needed.
4. Responsible for contents and cleanliness of all refrigerators and freezers.
5. Accounts for all milk and food items and assists in preparation of all inventories.
6. Maintains all food preparation tables, equipment and cooking utensils in a clean and sanitary manner.
7. Performs other duties as assigned by the Director of Food Service.

MINIMUM QUALIFICATIONS:

1. Ability to cook and prepare food for large numbers.
2. Previous experience in a similar size kitchen.
3. HS Diploma or GED
4. Willingness to earn the school food service Level 1 Certification
5. Minimum of 3 references
6. Background check completed
7. Ability to communicate effectively
8. Physical Requirements:
 Ability to lift, carry, push or pull light weights
 Bending, squatting, crawling, climbing, reaching
 Use of hands and fine motor skills for grasping and fine manipulations
 Work is performed while sitting, standing, and / or walking

~~Approved 04/01~~