

SPEED JOB DESCRIPTION

Job Title

Cook

Supervisor

Food Service Manager

Position Guide

Other non-certified

Salary Range

Commensurate with experience

Qualifications

- Food safety certification or become certified within a specified period of time.
- Minimum high school diploma or GED and one year of food service experience with emphasis on cooking.
- Experience in quantity cooking and operation of commercial or institutional kitchen with knowledge of food service equipment.
- Ability to relate to and provide assistance to special needs students

Essential Duties

1. Prepares all meals and menu items following approved menus.
2. Maintains accurate production records.
3. Keeps open communication with manager and other staff.
4. Follows all safety and sanitation practices.
5. Restocks food supplies and takes inventory when required.
6. Ensures proper food temperature maintenance.
7. Properly rotates all stock and ensures all perishables are labeled, dated, and properly stored.
8. Reports to Food Service Manager for need of product.
9. Maintains a clean and sanitary work environment.
10. Serves student, staff, and catering events as directed.

Job Responsibilities

1. Makes professional decisions that demonstrate support of the mission, goals and best interest of SPEED.
2. Utilizes community, state and national resources where necessary to promote the safety and welfare of students.
3. Other duties may be assigned.

Skills/Competencies

- Ability to read analyze and interpret documents including correspondence in print or electronic formats.
- Ability to establish and maintain effective working relationships with all members of the school community.
- Ability to communicate clearly and concisely in verbal or written form
- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.
- Ability to perform essential duties within member school district requirements and SPEED policies.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to...

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus.
- To have regular lifting, carrying, bending, pushing, and/or pulling and significant finger dexterity actions.
- Ability to stand for long periods of time, lift up to 50 pounds and work in a warm environment.

Ethics

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

Terms of Employment

- 180 Days

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the SPEED Governing Board.

Hiring Contact: Human Resources Director – (708) 481-6100.

ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Employee Signature

Date

Human Resources Signature

Date