



Southern Plains Education Cooperative

201 East Third Street ~ Fairmont, MN 56031
Phone (507)238-1472 Fax (507)238-2361

JOB DESCRIPTION

Job Title: School Cook
Revised: 6/11/15

POSITION SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

- The cook ensures there are meals prepared for students on all days school is in session.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Works with the host district to prepare meals for students and staff.
- Communicates with the host school district regarding needs for ordering food and the current inventory.
- Under general supervision cooks and prepares food for the day.
- Works with team members to develop procedures to ensure menus are planned, food is available to create menus, accurate counts are taken, meals are prepared in a timely manner, meals meet compliance standards, and the kitchen is left clean at the end of the day.
- Other duties as apparent or assigned

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- General knowledge of food and nutritional requirements
- Communication skills to communicate verbally and in writing with parents, staff, and students
- Able to handle a variety of tasks at one time.
- Able to relate to students and assist with behavior management related to meal times.
- Able to maintain confidentiality.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- High School Degree or equivalent

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Food Service Manager certification

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under general direction of the Coordinator of Alternative Programs
- No supervisory responsibilities.
- Limited requirements to direct work of students and staff assisting in the meal preparation and cleanup

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Business travel may be required.
- Work may require long hours including early morning, evening, and weekend activities.
- Work is performed during the traditional school year and may include some additional days during the summer.
- May require lifting up to 50 pounds occasionally. Walking, standing, and lifting for lengthy periods of time. Position requires exchanging of ideas. Hearing is required to perceive information. Visually acuity is required to obtain information, analyze information, and double check work.

Reports To: Coordinator of Alternative Programs
Group: Non Exempt

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between the Southern Plains Education Cooperative and employee and is subject to change by the Cooperative as the needs and requirements of the position change.