

# NENANA CITY SCHOOL DISTRICT

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## COOK I

**REPORTS TO:** District Food Service Supervisor  
**DATE of DESCRIPTION:** May 8, 2007  
**JOB CLASSIFICATION:** Grade D  
**SKILL CLASSIFICATION:** Food Services

**NATURE AND SCOPE OF JOB:** To prepare and serve meals to students in an atmosphere of efficiency, cleanliness, warmth and cheerfulness.

### **ESSENTIAL FUNCTIONS:**

1. Demonstrate consistent punctuality and regular attendance.
2. Demonstrate appropriate safety precautions when handling hot items, sharp kitchen tools, etc.
3. Adhere to local, state, federal and other regulatory agencies, standards, codes and laws.
4. Adhere to established district policies and procedures.
5. Attend department staff meetings as required.
6. Work cooperatively with other district employees, the general public, and students.
7. Demonstrate accuracy and thoroughness; monitor own work to ensure quality.
8. Prepare and serve quality food in a quick and pleasant manner.
9. Implement menus designed by the Cook III.
10. Weigh and measure ingredients, properly using recipes in order to produce a standard product.
11. Determine proper cooking time and temperature.
12. Operate various kitchen equipment as assigned, report malfunctioning equipment to Cook III.
13. Set up, as needed, cafeteria prior to searving of the meal.
14. Ensure the food supply for serving is replenished regularly.
15. Cleanup and sanitization of the kitchen, equipment, cafeteria and service areas.
16. Clean work area and equipment using broom, mop, sponge, cleaning solution or other appropriate tools or materials.
17. Prepare and maintain an inventory of supplies, equipment and food used daily.
18. Perform major cleaning of refrigerators, storeroom and other essential equipment as needed or as directed.
19. Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively to provide quality service.
20. Operate within the prescribed budget under the leadership of the Cook III.
21. Interview students and staff to ascertain meal acceptance
22. Attend department staff meetings as required.
23. Work cooperatively with other District employees, the general public, and students.
24. Effectively manage difficult or emotional customer or staff situations; respond promptly to student needs; respond to requests for service or assistance.
25. Follow established District policies and procedures.
26. Use time efficiently.
27. Approach others in a tactful manner; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions.
28. Demonstrate accuracy and thoroughness; monitor own work to ensure quality.
29. Meet productivity standards, complete work in a timely manner, work quickly.
30. Follow instructions of Cook III.
31. Perform other duties as assigned by the Food Service Supervisor.

# COOK I

(Continued)

## POSITION QUALIFICATIONS:

### Knowledge, Skills and Mental Abilities

1. Demonstrate aptitude or competence for assigned responsibilities
2. Such alternatives to stated qualifications as the Board of Directors may find appropriate and acceptable.
3. Demonstrated positive speech skills (enunciation and clarity)
4. Ability to think clearly and calculate accurately
5. Ability to work with people of various personality types (flexibility)
6. Possess and demonstrate sound emotional judgment
7. Effective organizational skills.
8. Demonstrate initiative.
9. Ability to follow and successfully complete written and oral directions
10. Ability to observe or monitor objects and people's behavior to determine compliance with prescribed operating or safety standards.
11. Learn job-related material primarily through oral instruction and observation which takes place mainly in an "on the job training" setting.

## PHYSICAL DEMANDS:

1. Finger strength required to type effectively on a computer keyboard, manipulate kitchen tools or utensils, grasp pots, pans, trays when laden with food
2. Lower body strength to kneel, stand, and walk throughout the workday.
3. Remain in a standing position for extended periods of time.
4. Upper body strength to correctly lift up to 30 pounds and carry more than 25 feet.
5. Verbal stamina to articulate clearly and with appropriate volume throughout the workday.
6. Auditory discrimination sufficient to receive detailed information through normal speech at 5 feet and warning cries or alarms above normal speech levels.

## ENVIRONMENTAL DEMANDS:

1. Exposure to high temperatures (stove)
2. Exposure to extreme cold temperatures (walk-in refrigerator and freezer)
3. Occasional exposure to loud noises.
4. Exposure to hot water, soap and other cleaning materials
5. While performing the duties of this job, the employee may be exposed to cooking fume particles and may handle toxic or caustic materials.

## EQUIPMENT USED:

1. Computer
2. Copier
3. Stove
4. Oven
5. Miscellaneous standard kitchen appliances
6. Mixers of various sizes
7. Cooking utensils and dinnerware (knives, spoons, forks, spatulas, etc.)
8. Washing utensils
9. Other standard items found in institutional kitchens

## EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING:

1. Pass State of Alaska background check (employment check)
2. Possess a current, valid State Food Service card.
3. Valid First Aid and card preferred.

**-EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS POSITION-**