

**WENTZVILLE R-IV SCHOOL DISTRICT**  
**Position Description**  
**Locator: 5.03**

**Position Title:** Cook

**Reports To:** Director of Child Nutrition, Cafeteria Manager

**SUMMARY**

Assists in the preparation and serving of quality food to all students at assigned location.

**QUALIFICATIONS/REQUIREMENTS**

- High School Diploma or GED or have significant relatable experience
- Knowledge of serving food in large quantities, preferably in a school setting
- Ability to acquire and maintain ServSafe certification
- Basic computer skills

**ESSENTIAL JOB DUTIES**

- Keeps the food preparation and food storage areas in a clean, organized and workable fashion at all times
- Reports faulty equipment and all other kitchen related concerns to the cafeteria manager
- Safely operates all kitchen equipment
- Prepare food according to a planned menu with tested, uniform recipes
- Ensures the food is of best quality both in flavor and appearance before it is served
- Stores unused food items in the proper manner
- Assists with the daily cleaning of all kitchen equipment to ensure cleanliness and sanitary requirements are met
- Assists manager with inventory records and provide managers with daily counts of all items used.
- Relieves cashiers and servers as required
- Wear and maintain uniforms in a neat, clean, appropriate fashion in accordance with Child Nutrition dress code
- Communicates with the students and staff in a friendly and courteous manner
- Attends meetings, professional development and other trainings as required
- Must be able to lift 40 lbs.
- Must attend work as scheduled and perform other duties as assigned by the Café Manager and/or Directors of Child Nutrition Services

**WORK ENVIRONMENT**

Environmental and atmospheric conditions commonly associated with the performance functions of this job:

- Exposed to loud noise levels
- Regularly exposed to extreme cold and extreme heat, as well as food oils, toxic or caustic chemicals, wet/humid conditions, and moving mechanical parts.
- Requires a concentrated level of attention.

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**PHYSICAL DEMANDS**

- Exert 50 to 100 pounds of force occasionally (33%), and/or
- Exert 25 to 50 pounds of force frequently (33-55%), and/or
- Exert 10 to 20 pounds of force often to move object

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be established in accordance with the current pay plan and District policy.

**EVALUATION**

Performance in this job will be evaluated in accordance with the provisions of District Policy on evaluation of support services personnel.