

**POSITION:** COOK III

**REPORTS TO:** Principal

**DESCRIPTION:** Personnel employed to prepare and serve meals, make reports, prepare requisitions for supplies, order equipment and repairs for a food service program of a school system.

**QUALIFICATIONS:**

1. High school diploma or GED required.
2. Personnel must be or have been classified in this category, or must pass the state prescribed exam for this position.
3. Ability to work well with others.
4. Physical strength, dexterity, and ability to manual labor.

**RESPONSIBILITIES:**

1. Assigns tasks to other kitchen personnel and maintains accurate time records.
2. Prepares menus that meet standards and considers cycle menus and prevailing food patterns of different age students.
3. Inventories and orders food and supplies
4. Verifies invoices for cost, quality, and quantity of deliveries.
5. Monitors portion and quality control.
6. Maintains accurate daily records for milk and meals.
7. Responsible for training new kitchen personnel.
8. Is knowledgeable of the functions of kitchen equipment and responsible for its use.
9. Performs the related tasks as assigned by the supervisor or principal.

PRINCIPAL ACCOUNTABILITY: To maintain positive work habits.  
To perform duties efficiently and productively  
To maintain and/or upgrade skills  
To develop and maintain a safe work environment at all times

**SALARY:** Pay Grade: ..... C

**EMPLOYMENT TERM:** 200 Days