

Main Dish Cook and Baker

Reports to: Kitchen Manager

Qualifications

The Main Dish Cook and Baker should be able to:

1. Prepare and cook a variety of foods and bakery items.
2. Handle, prepare, and cook food according to the HAACP Policy for their kitchen.
3. Help keep records of the food items that are prepared daily.

Other Requirements

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Functions

1. Arrive for work on time with a positive attitude and a smile.
2. Ability to read recipes and following the directions accurately.
3. Cook food and record quantities prepared on the Production Record.
4. Record the final cooking temperatures on the Production Record.
5. Ensure that quality standards are met, by checking raw and cooked foods.
6. Clean and sanitize work stations before and after all food prep.
7. Set up and stock the food lines and monitor food temperatures between lines.
8. Serve students and teachers in a friendly and efficient manner.
9. Break down serve line and help with daily, weekly and monthly cleaning.
10. Read the menu daily and check the Menu Production Record to verify what food items and in what quantity they will be preparing for the day.
11. Follow the directions given by the Kitchen Manager, but must be able to take the initiative to assist fellow team members as they work together preparing the days menu.

Hygiene Standards

1. Follow the Personal Hygiene Standards as set in the HAACP Policy.
2. Employees must shower and wash their hair daily.
3. Employees must be in slip resistant shoes and a clean uniform.
4. Hair must be pulled back off of shoulders and a hat or hair net must be worn.
5. Hands must be washed properly before starting work and throughout the shift.
6. Gloves must be worn when the next step in the food process is consumption.

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 essential functions.

Physical Demands

An individual who holds this position must have the ability to: Frequently walk short distances. Continuously stand. Frequently bend or twist at the neck and torso. Continuously grip. Occasionally reach, stoop, kneel and crouch. Frequently lift ten pounds and occasionally lift fifty pounds. Use close, distance and peripheral vision.

Attendance

Consistent and regular attendance is an essential duty of this position

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

While performing the duties of this job, the employee may occasionally work in temperatures that exceed 100 degrees Fahrenheit. The work environment is frequently quite loud; employees may need to raise voices to be heard. There is a greater than average risk of minor burns and cuts.

Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Food Services in consultation with the Business Manager.

Main Dish Cook and Baker (cont.)

Type of Position

175 days, Non-exempt

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Branson Public Schools