



## Position Description

Title: Cook		
FLSA Class: Non-Exempt	EEO Category: Service Workers	WC Class: 8861
Job Title #201030	Salary Grade: I	Purchase authority:
Date Approved: November 26, 2016		
Revision Date: February 18, 2021		
Revision – add ServSafe	Licensure:	

### Purpose of Position

The cook prepares meals which meet the Department of Elementary and Secondary Education (DESE) and nutritional guidelines. The Cook reports to the Food Services Manager.

### Major Duties (\*Essential Element)

- Prepare food according to recipes and ServSafe guidelines
- Serve food according to ServSafe guidelines
- Unload and put food orders in designated areas
- Clean dishes, kitchen work area and dining area
- Assist with event set up and serving food as needed
- Maintain required kitchen records
- Maintain special diet/allergy list and provide appropriate substitutions
- Other duties as assigned for the betterment of Great Circle

### Competencies

- Judgment – ability to make thoughtful decisions in a timely and confident manner
- Execution & Results – ability to adapt to change, effectively cope with the unexpected, systematically problem solve, follow-through and ensure accuracy
- Customer Focus – properly interacts with others, the ability to work independently or with a team, ethically minded
- Motivation & Work Ethic – demonstrates personal integrity by operating in an accountable, reliable, and respectful manner

- Trauma Informed – demonstrates commitment to learn and apply trauma-informed principles, as appropriate by role, and to understand impact of stress and trauma to clients, colleagues and self

#### Required Education and Experience

- High School diploma or equivalent
- ServSafe licensure (Required in Central Region; must be obtained within 90 days of hire)

#### Preferred Education and Experience

- One year kitchen experience
- ServSafe licensure
- Experience working with children and families in a trauma informed environment

#### Qualifications

- Strong customer service focus
- Ability to read and understand English
- Ability to read and understand recipes and prep sheets

#### Working Conditions

Some exposure to heat and cold

#### Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must be able to stand for long periods of time. Must be able to walk, lift up to 50 pounds, carry, grasp and handle objects including kitchen tools, dishes, and dishwashing apparatus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Budget Responsibility

None

#### Supervisory Responsibility

None

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_