

**BAINBRIDGE ISLAND SCHOOL DISTRICT  
JOB DESCRIPTION**

**FOOD AND NUTRITION SERVICES COOK**

**JOB SUMMARY:** Under the direction of the Food and Nutrition Services Supervisor, perform a variety of duties which include food planning and preparation to assure students and staff are served nutritious and attractive school meals; maintenance of meal production records; and maintenance of kitchens to meet all sanitary and safety requirements. Within this general framework, specific assignments will vary.

**ESSENTIAL JOB FUNCTIONS:**

- Prepare school nutrition program meals that meet product standards for students and staff within set timelines.
- Operate and maintain commercial kitchen equipment.
- Clean kitchen equipment or supervise this function.
- Meet state and local health department standards for safety and sanitation.
- Plan portion size and amount of food necessary to meet USDA required serving size without excess food waste.
- Make recipe size adjustments to prepare required number of servings.
- Order, accept, inventory, maintain and restock food and supplies.
- Keep production records and prepare reports.
- Act as lead person in preparation kitchen and assist in staff training.
- Conduct student surveys relating to food interests and desires.
- Plan and provide catering services.
- Maintain clean and neat personal appearance.
- Perform other job-related duties as assigned by the Food and Nutrition Supervisor.

**ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:**

- Demonstrated successful performance in preparation of school meals or other equivalent experience in large-scale food preparation or food service.
- Experience with approved methods of quantity cooking.
- High school graduate or equivalent preferred.
- Must obtain and maintain Washington Food and Beverage Worker's Permit.
- Completion (within the last five years) of a certified Safety and Sanitation class, a Healthy Edge class, and a Quantity Food Preparation class.
- Preference given to applicants with ASFSA certification, or educational equivalent.

**SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:**

- Knowledge and understanding of, and ability to apply USDA child nutrition regulations.
- Demonstrated knowledge of approved methods of large-scale food preparation.
- Ability to develop and follow a HACCP plan for a production kitchen.

- Demonstrated knowledge of accepted practices for use of commercial food preparation equipment.
- Ability to understand and carry out oral and written directions.
- Good mathematical and reasoning skills.
- Demonstrated basic computer skills.
- Knowledge of and adherence to portion control standards.
- Knowledge of food preparation techniques, terminology and product standards.
- Ability to produce nutritious and appetizing meals.
- Ability to work efficiently and effectively.
- Proven ability to establish and maintain cooperative working relationships.
- Commitment to maintaining confidentiality and displaying ethical behavior.
- Ability to adapt readily to a varied routine in a calm, positive, flexible manner.

**PHYSICAL DEMANDS:**

- Exerting 25 to 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Walking and/or standing for extended periods.
- Perceiving the nature of sound, possessing near and far vision with accurate depth perception; providing oral information; having dexterity to operate food service related equipment; handling and working with various materials and objects.

Reasonable accommodation may be made to enable a person with a disability to perform essential functions of the job.