

**Warrenton-Hammond School District  
Job Description**

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**Job Title:** Food Service Cook  
**Reports To:** Food Service Assistant Manager/Business Manager

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**JOB SUMMARY**

Under general supervision, this position assists in preparing nutritious and attractive meals for students and staff while maintaining a clean kitchen and cafeteria and observing all Health Department regulations to create a safe and healthy work environment.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Follows and maintains knowledge of all District policy(ies) and procedures.
  2. Knows and follows all safety and sanitary rules and regulations related to food handling.
  3. Prepares school meals including participating in the planning, cutting, cooking and preparation of food items.
  4. Serves student breakfast and lunch.
  5. Reacts to change in schedule(s) productively.
  6. Checks freezers, refrigerators and dishwashers ensuring proper operating temperature is being maintained and sanitation standards are being upheld.
  7. Checks food temperatures to ensure proper standards are being met before serving.
  8. Maintains a safe and clean working environment.
  9. Sets-up and stores equipment used to serve food.
  10. Washes dishes and operates automatic kitchen equipment maintaining sanitary specifications.
  11. Assists in maintaining proper care of equipment and sanitation of the kitchen.
  12. Assists in ordering, receiving and verifying supply delivery and rotate into existing stock.
  13. Computes and maintains accurate inventory and student meal count records.
  14. Shuts off, breaks down, and sanitizes designated areas and items.
  15. Prepares food for the following day.
  16. Assists in the maintenance of quality and portion control of all food served.
  17. Maintains a high standard of personal cleanliness and proper grooming as per sanitation code.
  18. Professionally represents the school and the District in interactions with parents, community, staff and students.
  19. Maintains appropriate certifications and training hours as required.
  20. Complies with applicable District, state, local and federal laws, rules and regulations.
  21. Attends work regularly and is punctual.
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**MARGINAL DUTIES AND RESPONSIBILITIES**

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends in-service trainings.
2. Attends staff meetings.
3. Serves as back-up for other kitchen personnel, as needed.

4. Fills out appropriate log(s), forms and paperwork, as required.
5. Reports issues to authorities as necessary, animal control, suspicious activity etc.

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## SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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## QUALIFICATIONS

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, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) and at least three months related experience and/or training or equivalent combination of education and experience. Prior experience working in a food service position strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to interact with students and staff appropriately.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read, comprehend and interpret simple instructions, safety rules and operating instructions. Ability to verbally respond to common inquiries from students and staff.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers and common fractions, decimals and volume. Ability to perform basic math skills involving monetary units.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card, Oregon Driver License and Oregon Food Handler card prior to starting work.

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## PHYSICAL DEMANDS

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 the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel or crouch. The employee must

regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. The employee may occasionally taste or smell and climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

**Work Environment**

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

The work environment is in a standard kitchen/cafeteria setting. The noise level in the work environment is usually moderate to high depending upon the time of day and student population. The employee may be exposed to wet or humid conditions, work near moving parts, toxic chemicals (cleaners), fumes, airborne chemicals, extreme cold and extreme heat (ovens, dishwasher). The employee may be exposed to bloodborne pathogens.

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**OTHER**

<p><b>Note:</b> This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.</p>
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I have read and understand this job description.

**Signature:**

**Date:**

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