**SAMPLE JOB DESCRIPTION: PRODUCTION COOK**

Job Title: Production Cook

Division: [District Dependent] Job Code: XX

Department: Food Services Department (FSD) Affiliation: XX

Date Developed: XX Grade: XX

Revision Date: XX Overtime Status: XX

Reports To: Production Chef

Supervisor’s Superior: [District Dependent]

Positions Supervised: [District Dependent]

**Job Summary**

The Production Cook works in the Central Production Kitchen under the direction of the Production Chef. The primary purpose of this job is to receive, prep, cook and pack out meal components for all the school sites assigned to the RPC.

**Essential Duties and Responsibilities**

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.

**Key: (D)** daily, **(W)** weekly, **(M)** monthly, **(Q)** quarterly, **(A)** annually

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| **Job Task Descriptions** | **Frequency** | **% of Time** |
| 1.Understands and communicates the XXXXX Nutrition Services Program philosophy and the District Wellness Policy. | D | 10 |
| 2. Preps, cooks, organizes, weighs and packs out planned menu items for satellite sites according to prescribed recipes, including preparation of temperature, production and transport records. | D | 15 |
| 3. Receives, organizes and stores foodstuffs, paper, chemicals and supplies according to the [District name] NS Department Standard Operating Procedures. | D | 10 |
| 4. Discerns identity of, quality and freshness of products received at the production facility and ensures that production recipes will utilize stock according to recipe and following FIFO in pulling product to prepare recipes. | D | 10 |
| 5. Organizes production of large-scale recipes to best utilize the time allotted, equipment and space available in whatever kitchen assigned and is able to prepare production schedules according to menu and transport needs. | D | 15 |
| 6. Maintains cleanliness and sanitation of kitchen, and storage areas under the auspices of NS Department including, but not limited to, walk-ins, refrigeration, freezers, dry storage and NS site office areas. | D | 15 |
| 7. Reads, understands and can explode standardized bulk recipes and has a working knowledge of the menu planning production module used for menu planning in the XXXXX Software. | D | 10 |
| 8. Assists with and assures accurate counting and verification of weekly inventories. | W | 5 |
| 9. Communicates, interacts and works effectively and cooperatively with people from diverse backgrounds and participates fully in a team environment. | D | 5 |
| 10. Reads and responds to NSD emails and communications and reads NS newsletters. | D | 3 |
| 11. Performs other tasks as assigned. | D | 3 |
|  | **TOTAL** | **100%** |

**Qualifications/Education**

* High school diploma or equivalent, plus post-secondary courses in business or vocational school (Professional Culinary Training) or equivalent to up to one year of college.
* Over three years experience in large-scale (preferred 1000 portions) from-scratch cooking and baking in a commercial or institutional environment, preferably including experience with USDA Child Nutrition standards and compliance.

**Licenses, Registrations or Certifications**

* Must obtain Serve Safe Certificate or State/County Food Handler’s Permit by completion of probationary period.
* A criminal background check is required for hire.
* Offer contingent upon passing post-offer physical.

**Technical Skills, Knowledge & Abilities**

* Intermediate oral and written communication skills
* Intermediate English language skills
* Intermediate interpersonal relations skills
* Intermediate math and accounting skills
* Intermediate personal computer, keyboarding and word processing skills
* Basic customer service and public relations skills
* Intermediate critical thinking and problem solving skills
* Intermediate organizational skills
* Manage confidentiality in all aspects of job
* Manage multiple priorities
* Manage multiple tasks with frequent interruptions
* Diffuse and manage volatile and stressful situations
* Understand and follow all HACCP Standard Operating Procedures
* Stand for extended periods of time
* Lift up to 50 lbs. on a frequent basis
* Employ safe and proper operating practices to insure the kitchen and equipment is maintained in good repair and safe working order
* Ensure that produce, dairy, meats, fish, poultry, foods and supplies are stored and rotated to maximum freshness and minimize waste

**Other Required Proficiencies**

* Must be able to perform tasks on computers and peripherals at time of hire.
* Must pass basic math test prior to hire.
* Must have working knowledge of XXXXX Software Menu Planning and Production Module upon completion of probationary period.

**Safety to Self and Others**

* Be aware and create, to the best of ones’ ability, a physically and mentally safe environment for self and others.
* Report all unsafe working conditions.

**Safety Equipment**

* Sturdy shoes with oil resistant and non-slip soles required
* Food thermometer required (provided)
* Food handler’s gloves required (provided)
* Protective gloves for dishwashing required (provided)
* Cut Resistant Gloves for Slicer (provided)

**The physical demands, work environment factors and mental functions described below 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.**

**Physical Demands**

* The employee is frequently required to stand; walk; use their hands to finger, handle or feel; reach with their hands and arms; talk; hear; taste and smell (over 2/3 of the time).
* The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl (up to 1/3 of the time).
* The employee must frequently lift up to 10 pounds (over 2/3 of the time).
* The employee is regularly required to lift and/or move up to 50 pounds and frequently move heavy loads (up to 2/3 of the time).
* The specific vision abilities required by this job include close vision (20 inches or less), distance vision (clear vision at 20 feet or more), ability to identify and distinguish colors, peripheral vision, depth perception and ability to adjust focus.

# Work Environment

* While performing the duties of this job, the employee is regularly exposed to non-weather wet or humid conditions (up to 2/3 of the time).
* The employee must occasionally work near moving mechanical parts; work in high, precarious places; be exposed to fumes or airborne particles; be exposed to toxic or caustic chemicals; be exposed to outdoor weather conditions; have risk of electrical shock (under 1/3 of the time).
* The employee is occasionally exposed to non-weather related extreme cold and heat (less than 1/3 of the time).
* The employee is exposed to very loud noise levels in this position.

*Note: The above is intended to describe the essential content of and requirements for the performance of this job. It is not to be constructed as an exhaustive statement of duties, responsibilities or requirements.*