

Job Description
Part Time High School Main Cook
Utah County Academy of Sciences
October 2020

Position Title: Main Cook

Reports To: Director of the School Child Nutrition Program

Hours: 8:15 am – 1:45 pm, Monday – Friday (30 minute unpaid lunchbreak included)

Wage: \$11.23 - \$14.34, depending on experience, this position does not qualify for health benefits

Job Summary

The job of Main Cook was established to provide support to the food service program. Specific responsibilities include cooking food items that meet mandated nutritional requirements and/or requests of students and school personnel, verifying quantities and specifications of orders, maintaining facilities in a sanitary condition, and assisting assigned food service personnel in performing their functions.

Essential Functions

- Cleans utensils, equipment, storage, food preparation, and serving areas for maintaining required sanitary conditions.
- Cook food, prepared and/or from scratch, for meeting mandated nutritional and projected meal requirements.
- Estimates food preparation amounts and adjusts recipes, if required, for the purpose of meeting projected meal requirements and minimizing the waste of food items.
- Evaluates prepared food for flavor, appearance, and temperature for presenting items that will be accepted by students and/or staff.
- Inspects food items for the purpose of verifying quantity, quality, and specifications of orders to meet preparation requirements and/or complying with mandated health standards.
- Maintains equipment, storage, food preparation, and serving areas in a sanitary condition for complying with current health standards.
- Monitors kitchen and cafeteria areas for ensuring a safe and sanitary working environment.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of other nutritional services positions, as requested by the supervisor for ensuring adequate staff coverage within site nutritional services operations.
- Serves one or more items of food for meeting mandated nutritional requirements and/or requests of students and school personnel.
- Stocks food, condiments, and supplies for maintaining adequate quantities and security of items.
- Works with assigned personnel for assisting them in performing their functions in a safe and efficient manner.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit.

Education/Experience Requirements

Education

High School diploma or equivalent

Experience

Experience in related field preferred

Certificates & Licenses

Food Handlers Permit (may acquire within 2 weeks of hire date)

Required Testing

None specified

Clearances

Background Check

Continuing Education/Training

Regularly as needed to perform changing essential functions of position

Minimum Job Requirements

- Adherence to safety practices and basic cooking and kitchen procedures
- Use job-related equipment using a variety of standardized methods
- Moderate problem solving with equipment
- Ability to perform basic math functions
- Collate and work with data while utilizing specific, defined processes
- Understand complex, multi-step written and oral instructions and procedures
- Write routine documents
- Speak clearly
- Schedule activities
- Collate data
- Flexibility to work with data – utilizing specific, defined processes
- Work well with others
- Meet deadlines and schedules

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally, the job requires 0% sitting, 50% walking, and 50% standing. The job is performed under some temperature extremes.

Responsibilities

Responsibilities include working with immediate supervision and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions.

The Utah County Academy of Sciences reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employee relationship remains at-will. The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.

The Utah County Academy of Sciences is an Equal Opportunity institution and is nondiscriminatory relative to race, religion, color, national origin, sex, age, or disability.

For questions or to apply for this position, please contact:

Director of School Child Nutrition Program, Anne Orton, anne.orton@ucas-edu.net

Applicants interested in this position should send an electronic resume and letter of interest. The position will remain open until filled.