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Cook - School Lunch Program Job Description

Position: Cook, St. Anthony of Padua Schools' Lunch Program

Reports to: Head Cook

Position Summary: Reporting to the Head Cook for the School Lunch Program, the Cook oversees the preparation, cooking, and serving of food. In addition, the Cook helps to set up and clean up the kitchen for lunch on a daily basis.

Cooking Responsibilities:

- Read and follow recipes
- Read temperatures and record food items being prepared according to Health Department guidelines
- Lift and carry pots and pans to/from stove, oven, and steam table
- Set up and clean steam table before and after lunch is served
- Count and set up trays, silverware, and napkins for students and adults
- Prepare salad bar items then record and put away after lunch is served
- Serve food to students and adults
- Record inventory used on a daily basis
- Read and record temperatures twice daily on walk-in coolers, freezers, refrigerators, and storage rooms
- Calibrate thermometers
- Lift and rotate boxes when food orders arrive

Cleaning Responsibilities:

- Set up three compartment sink to wash, rinse, and sanitize items that do not go through the dishwasher; includes cleaning and drying three sink compartments when finished.
- Operate and clean dishwasher
- Operate and clean stoves and ovens
- Operate and clean kitchen appliances including but not limited to mixer, food slicer, warmer/proofer, tilt skillet, can openers (electric & manual), garbage disposal, ice machine, washing machine / dryer
- Clean shelves and floors in coolers as needed
- Sanitize kitchen equipment
- Wipe down and sanitize tables and chairs in the cafeteria after students and adults have eaten
- Sweep cafeteria and kitchen floors at the end of each day

- Scrub under fixtures in the kitchen to allow janitors to scrub the open areas with the floor scrubber
- Clean kitchen surfaces and utensils to open the kitchen at the start of school in August and at the close of school in May

Qualifications:

- Computer skills for checking morning lunch counts, scanning students during lunch, and confirming totals at the end of the day
- Capable of standing and walking on concrete for extended periods of time, sometimes in the same spot for over an hour
- Capable of lifting 50+ pounds regularly
- Capable of picking up cases of food from the floor and stacking on racks to receive food deliveries
- Capable of standing on a step stool for cleaning high areas
- Capable of kneeling on the floor to clean lower shelves and equipment
- Capable of bending to wipe counters, tables and chairs, and sweeping under equipment and chairs
- Must pass a fingerprint test and attend Protecting God's Children
- Self-starter, self-reliant, and independent worker
- Prompt, on-time, and properly dressed