

## Middletown, CT Job Description

<b>Classification Title</b>	Food Production Cook
<b>Job Code</b>	
<b>Department</b>	Board of Education
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### PURPOSE OF POSITION

~~The purpose of this position is to coordinate, prepare and ensure quality control of menu items. and cook all main entrees and other foods as menu dictates. To assist in menu planning and recipe development. To ensure proper handling, preparation, heating and re-heating of menu items. To coordinate menu preparation to optimize production. The work is performed under the direction of Cafeteria Manager and/or Food and Nutrition Manager.~~

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- ~~• Oversees quality control of all menu items.~~
- Prepares and serves meals according to menus for students and staff. items using standardized recipes.
- Coordinates menu preparation to optimize production. Cleans and sanitizes kitchen and food service areas. Maintains standards and ensure compliance with health and sanitation requirements.
- Implements procedures to maintain health, sanitation and safety standards. Prepares daily deposits and related paperwork.
- Maintains production records. Takes inventory. Orders food and supplies. Receives and stocks deliveries. Rotates food according to requirements.
- ~~• Assists in inventory control and food ordering.~~
- ~~• Operates all small and large food service equipment for efficient operation and maintenance; instructs employees in proper use, care and safety procedures.~~
- ~~• Implements cleaning schedule for production areas and monitors daily sanitation inspections.~~
- ~~• Assists Manager in the supervision of employees in production areas.~~

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- ~~• Establishes and maintains effective working relationships with food service employees, customers and suppliers.~~
- ~~• Assists Cafeteria Manager with development of menu plans for high school based on nutritional adequacy, budgetary constraints, federal and state standards, production requirements and customer acceptance.~~
- Perform other related duties as assigned.

## MINIMUM JOB QUALIFICATIONS

### Education and Experience

High School diploma or equivalent with experience in a fully equipped kitchen. three years of cooking experience, of which at least one and one-half years of experience must be in institutional cooking.

~~Appropriate education substitutions can be made.~~

### Other

- ~~• Must have certification in Food Protection and Sanitation from the State of Connecticut. A valid Connecticut driver's license is required.~~ Food Service Certification.

## PREFERRED QUALIFICATIONS

Training in food service or related field and three years of food service experience. CPR Certification.

## KNOWLEDGE, SKILLS, and ABILITIES

- ~~• Requires the ability to process, calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.~~ Ability to use kitchen equipment
- ~~Requires the a~~Ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- ~~Requires the a~~Ability to utilize a wide variety of reference and descriptive data and information such as regulations, daily notices, menus, recipes, count sheets, deposit slips, free/reduced lists, temperature guidelines and general operating manuals.

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- ~~Requires the ability to communicate orally and in writing with the Cafeteria Manager and all other food service workers, students, teachers, principals and school staff.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Handle common inquiries or complaints
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- ~~Ability to P~~erform mathematical computations such as addition, subtraction, multiplication, division. ~~Calculate percent distributions, increase rates, and similar computations.~~
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

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### PHYSICAL REQUIREMENTS

- ~~• Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as kitchen equipment and machines, cash register, calculator and/or materials used in performing essential functions.~~
- ~~• Requires the ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as preparing food.~~
- ~~• Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight up to twenty-five pounds.~~
- ~~• Ability to recognize and identify harmonious or contrasting combinations, as well as recognize individual characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and ingredients.~~

Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

### WORKING CONDITIONS

*The working conditions 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.*

- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling and lifting.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to*

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*qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/06/15
<b>Dates revised</b>	