

**PIERCE JOINT UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**JOB TITLE: COOK**

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<b>SALARY LEVEL:</b> 6	<b>DIVISION:</b> Classified
<b>DEPARTMENT:</b> School Site	<b>LOCATION:</b> School
<b>REPORTS TO:</b> Food Service Manager	<b>DATE:</b>
<b>APPROVED BY:</b> Board of Trustees	

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**NATURE AND SCOPE OF JOB:** The cook performs general cafeteria duties. Responsible for the cleanliness and sanitation of the school kitchen. Operates snack bar.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Washes and cleans equipment, food preparation areas and cafeteria tables, while maintaining the highest possible standards of sanitation.
- Operates all food preparation equipment in a safe manner.
- Serves and prepares, as needed, all food required in the food services program.
- Works with student helper.
- Cooperates and communicates with other school staff, parents, and students to promote a positive school climate.
- Shelves individual commercial cans of food and other foodstuffs.
- Uses cleaning chemicals and supplies in accordance with specified safety protocols.
- Performs related work, as assigned.
- Assists the Food Manager in most areas of cafeteria operation.

***\*Other duties may be assigned.***

**QUALIFICATION REQUIREMENTS:** 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 degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in a one-on-one and small group situation to customers, clients, and other employees of the organization.

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**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving a few known variables in routine situations.

**OTHER SKILLS AND ABILITIES:** Ability to interact with staff, students, parents, and others in an open, friendly business-like manner.

**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 stand; walk; use hands to manipulate or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Pass a physical examination of such provided by PJUSD.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those and 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to extreme cold and extreme heat. The employee works near moving mechanical parts.

The noise level in the work environment is usually moderate.

**-EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB-**

*Adopted* \_\_\_\_\_  
APS 9/95