



T U L S A

PUBLIC SCHOOLS

Job Title: Cook I
Department: Child Nutrition Services
Reports To: Cafeteria Manager
Grade: MT-02
Number of Days: 172
Security Access:
Current Date: June 30, 2015
Overtime Status: Non-Exempt

Position Summary: This position will assist the school cafeteria team in the processes necessary to provide breakfast, lunch, and/or snacks to TPS students; focusing primarily in the quantity food production of menu items and may assist the Cook II.

Qualifications/Job Requirements:

Education:

- High school diploma or equivalency.

Specialized Knowledge, Licenses, etc:

- Must have a current Food Handler's Permit issued via the Tulsa City/County Health Department.

Experience:

- Basic knowledge of quantity food preparation and customer service skills.
- Prefer school lunch experience.

Specific Training/Skills:

- Work well under pressure; meeting multiple and sometimes competing deadlines.
- At all times, demonstrate cooperative behavior with colleagues, supervisors, and subordinates.

Physical Requirements (If Applicable):

- Be able to tolerate exposure to higher-than-average room temperature and humidity.
- Be able to tolerate noise, movement, and a fast-paced environment.
- Be able to tolerate cleaning supplies and odors associated with those cleaning agents.
- Be able to lift, pull, or push up to 10 pounds, frequently to up 25 pounds, and occasionally up to 50 pounds.
- Be able to stand and/or walk for long periods of time.

Scope of Authority:

- Responsible for all the processes involved in the quantity production of food menu items.

Customer Contacts:

- Internal: Other CN employees, teachers, Principals, other school site employees and volunteers, and warehouse delivery personnel.

- External: Students, parents, vendors, Headstart and daycare personnel.

Duties and Responsibilities:

- Prepares food menu items following standardized recipes and HACCP (food safety) guidelines; responsible for all aspects of quantity food preparation, beginning with the pre-preparation stage through the clean-up stage.
- Maintains standards for food quality and food safety.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

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