

**MADISON LOCAL SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Title:</b>	<b>Cook</b>
<b>Reports To:</b>	Food Service Supervisor
<b>Status:</b>	FLSA Classified; Section 3319.081 – ORC
<b>General Description:</b>	Provide nutritional school meals and promote health and wellness of District students and staff.
<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. High school diploma or equivalent.</li> <li>2. Successful experience in food preparation and service and basic knowledge of food safety.</li> <li>3. Proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same.</li> <li>4. Good attendance record.</li> <li>5. Additional qualifications as the Board of Education may require.</li> </ol>
<b>Physical/Other Requirements:</b>	<ol style="list-style-type: none"> <li>1. Able to access classroom, office, food service areas, and appropriate areas of school and District property and facilities.</li> <li>2. Effective communication and interpersonal skills.</li> <li>3. Able to operate the food preparation and lunch room areas and related supplies and equipment.</li> <li>4. Able to lift up to 40 pounds.</li> <li>5. Able to stand for extended periods of time.</li> <li>6. Able to present information to individuals, small groups, and large groups in a clear and compelling manner.</li> <li>7. Able to work successfully with students, parents, teachers, administrators, school staff, and the community.</li> <li>8. Able to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies.</li> <li>9. Able to interact well with other people, but also able to work independently.</li> </ol>
<b>Performance Responsibilities (Essential Functions*):</b>	
<ol style="list-style-type: none"> <li>1. Operate Child Nutrition and School Food Service Program in accordance with District policies and administrative guidelines, United States Department of Agriculture Food and Nutrition Standards, Ohio Standards for School Lunch and Breakfast Programs, and the provisions of State and Federal law.</li> <li>2. * Maintain sanitation standards and food safety procedures in compliance with the Ohio Department of Health, the Richland County Health Department, the National School Lunch and Breakfast Program.</li> <li>3. * Operate Point-of-Sale (POS), vending machine functions, and storage of food products and commodities.</li> <li>4. Provide appropriate nutrition/food services and support for special needs students in accordance with Individualized Education Plans (IEPs), food allergy action plan, and/or other District authorized accommodation plan.</li> <li>5. * Document necessary data so that reports may be completed for services provided through Nutrition/School Food Service Program as required by the Ohio Department of Education, the United States Department of Agriculture, and the District.</li> <li>6. * Operate and regulate food preparation and cashier equipment as directed.</li> <li>7. Collect and prepare food supplies and ingredients for the prescribed menu/food selection.</li> <li>8. Track, monitor, and record necessary data for food storage and preparation on daily logs.</li> </ol>	

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<p>9. * Clean and sanitize food storage areas, food preparation and serving areas, as well as related equipment, utensils, and materials.</p> <p>10. * Prepare daily deposits and maintain accurate financial records.</p> <p>11. * Take all necessary precautions to protect students, staff, equipment, materials, and facilities.</p> <p>12. Develop and maintain positive school-community relationships and timely communications with students, parents, District staff and the community.</p> <p>13. Keep up-to-date and knowledgeable of child nutrition/school food service issues and health and safety-related matters.</p> <p>14. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.</p> <p>15. Respond to specific requests from the Supervisor/Principal on matters affecting the school food service program, health and wellness initiatives, and building operation.</p>
<p><b>Other Professional Expectations:</b></p>
<p>1. Serve as a role model for students in how to conduct themselves as citizens and as responsible human beings.</p> <p>2. Demonstrate a belief in and practice ethical principles and democratic values.</p> <p>3. Use technology resources in accordance with District policies and administrative guidelines and the provisions of State and Federal law. Online conduct, including postings to social media, shall be in a manner appropriate to the employee’s professional responsibilities.</p> <p>4. Perform other job functions as assigned.</p>
<p><b>Additional Working Conditions:</b></p>
<p>1. Occasional travel and/or evening/weekend work.</p> <p>2. Occasional exposure to blood, bodily fluids, and tissue.</p> <p>3. Occasional operation of a vehicle under inclement weather conditions.</p> <p>4. Occasional interaction among unruly children.</p>
<p><b>The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee’s work performance or the safety of others while on duty.</b></p>

**I have received and read this job description and fully understand the requirements set forth therein.**

\_\_\_\_\_  
**Employee’s Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor’s Signature**

\_\_\_\_\_  
**Date**

**The Madison Local School District is an equal opportunity employer.**