



# Lansing Unified School District 469

200 East Mary Street  
Lansing, Kansas 66043  
913-727-1100  
www.usd469.net

**Job Title:** Four-Seven Hour Cook

**Reports to:** Kitchen Manager

## **Purposes and Objectives of the Position**

The cook aids the kitchen manager in food preparation as well as act as being cashier. To accomplish these tasks the cook must work closely with the kitchen manager.

## **Qualifications**

- High school diploma or equivalent
- Successful completion of KSDE's food safety training within six months of employment

## **General Duties and Requirements**

- Knowledge of or learn basics of quantity/batch cooking and assist in the preparation of food.
- Measure & read measuring devices/convert measurements (e.g. from cups to gallons, oz to lbs, etc.).
- Read and follow recipes/production records.
- Practice proper cleaning and sanitizing procedures.
- Communicate effectively with school, students, and the community.
- Appropriately operate and clean all equipment required
- Attend classes, in-services and workshops voluntarily or as assigned by the kitchen manager.
- Prepare or assist in preparing food as assigned.
- Check to ensure all menu items are available and are offered (restocking and communicating with the kitchen manager that we might run out).
- Keep serving area clean at all times (change gloves after cleaning/before serving again).
- When food is delivered, check & record the quantities, temperatures, acceptability & appearance.
- Follow proper food handling to maintain food quality and ensure food safety.
- Operate kitchen equipment in a proper manner to assure safety as well as to avoid damage to the equipment.
- Wash, rinse and sanitize equipment used in meal service.
- Report food supply needs or faulty equipment or accidents to the kitchen manager in a timely manner.
- Prepare condiments for meal service, put canned goods away, wash trash cans, racks, carts, fold & put away laundry, wash dirty dishes, put away clean dishes making sure they are clean and dry.
- Practice good personal hygiene and food safety.
- Complete other duties as assigned by the Kitchen Manager.

## **Physical Requirements/Environmental Conditions**

- Able to tolerate prolonged standing
- Adequate physical strength to manually move, lift, carry, pull or push heavy objects or materials
- Capable of stooping, bending, and reaching
- Able to work effectively in a noisy and crowded environment

- Able to tolerate working in and around food service-related fumes and odors

*The district reserves the right to modify job duties or job descriptions at any time.*

### **USD 469 Board of Education Policies**

#### **Knowledge, Skills, and Abilities Required:**

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.