



Lansing Unified School District 469

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

Job Title: Three 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
- Certification of Health (pass the TB test) form on file in the sponsor's office

General Duties and Requirements

- Know of or learn basics of quantity cooking.
- Assist in food preparation, if necessary.
- Practice proper cleaning and sanitizing procedures.
- Communicate effectively with members of the food service staff, students, and the community.
- Work cooperatively with all personnel.
- React to change productively and complete tasks as assigned.
- Appropriately operate and clean all equipment required.
- Attend classes, in-services and workshops voluntarily or as assigned by the kitchen manager.
- 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.
- Check to ensure all menu items are available and are offered (restocking and communicating with the kitchen manager that we might run out).
- When food is delivered, check & record the quantities, temperatures, acceptability & appearance.
- Serve meals to students and adults at the specified time using portion control standards.
- Observe district policies during all activities.
- Keep serving area clean at all times (change gloves after cleaning/before serving again).
- Wash, rinse and sanitize small equipment used in meal service.
- Report any food supply needs or faulty equipment or accidents to the kitchen manager, or food service coordinator in a timely manner.
- Operate kitchen equipment in a proper manner to assure safety as well as to avoid damage to the equipment.
- Help with any phase of kitchen operations as necessary.
- 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.