



Lansing Unified School District 469

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

Job Title: Three-Six Hour Cook/Cashier

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.
- Run Skyward daily, putting money on student/staff accounts and charging student/staff accounts. Run reports for the kitchen managers and NSLP accountability
- 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.