

ATTACHMENT NO. X-I: Hiring of UE Head Cook

Suggested Motion: Move to approve the Hiring of UE Head Cook

Recommended Action: Approve the motion.

It is recommended to approve the hiring of a head cook at the UE. This will allow the kitchen to be opened back up and the meals cooked on site for student school lunches. The head cook position would fall under the NBESS Contract at 5.5 hours per day with a half hour unpaid lunch. The approximate total cost for the position is \$12,000 - \$14,000 with IMRF per year. The district will no longer need to cook the lunches at the middle school and use warming carts to transfer them to the UE for student lunch hours.

North Boone

Community Unit School District 200

JOB DESCRIPTION – NON-CERTIFICATED

Position/Title: Cook

Reports to: Food Service Director

Coordinates the work of: Assistant Cook(s)

Qualifications

1. High School Diploma
2. Certificate, license, or other legal credential required
3. Demonstrated aptitude or competency for assigned responsibilities

General Responsibilities: To ensure that food of high nutritious quality is made available to each student in the district.

Duties:

1. Plans and supervises the preparation and serving of meals at the school.
2. Interprets to the administration, the staff, and the public as appropriate, federal and state standards and guidelines regarding school food service, and the school food program.
3. Evaluates rules, practices, and equipment to insure the safety of workers and students in the cafeteria and make recommendations of needed changes.
4. Maintains the highest standards of safety and cleanliness in the kitchen/cafeteria and supervises the overall safety and sanitation program in the school food service stations.
5. Maintains a positive attitude toward the job, students, and other workers.
6. Arranges for substitute cooks during absence of head cook or assistant cook.
7. Frequently reminds all personnel in the kitchen of possible dangers related to the use of specific equipment.
8. Receives suggestions from student groups regarding preferred foods and meals, and makes every effort to incorporate such suggestions into the food service program in a manner consistent with good nutritional standards.
9. Serves as a consultant to teachers planning lessons or units on food, meal planning, or nutrition, as requested.
10. Maintains the highest standards of personal hygiene.
11. Supervises the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware, and utensils.
12. Knowledgeable concerning safety precautions regarding blood borne pathogens.

Non-Certified Job Description

Assistant Cook

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13. Performs other duties as assigned by the principal or supervisor.

Terms of employment: 174days

Evaluation: By the food service director with input from other appropriate staff