

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

**Title:** HEAD COOK

**File 801**

**Reports to:** Food Service Director

**Job Objective:** Directs the preparation food. Maintains high standards that support the effective delivery of quality food services. Maintains an orderly and sanitary kitchen.

**Minimum Qualifications:**

- High school diploma or GED. Post-secondary food service training or work experience is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Successful completion of a board-approved sanitation/food safety course.
- Ability to monitor and manage compliance with nutrition, health, and safety laws/regulations.
- Bookkeeping skills and the ability to compute mathematical data accurately.

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Supervises food preparation activities. Addresses issues that arise during the absence of the food service director. Takes the initiative to perform routine tasks independently.
- Keeps the food service director informed about emerging issues.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- Promotes effective communications and reliable service. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Evaluates performance to ensure that food service programs are effective.
- Maintains accurate inventory records. Monitors the use of products and supplies to control costs and reduce waste. Advises the food service director about the need for additional supplies.
- Assists with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages and spoiled products. Organizes, stores, dates, and rotates stock.
- Participates in food service staff selection and orientation processes. Ensures the equitable distribution of workloads. Arranges for substitutes during staff absences as needed.
- Trains food service staff in procedures to effectively accomplish assigned duties.
- Shares knowledge about advances in operational procedures and equipment technology.
- Promotes professionalism. Implements locally developed personnel appraisal standards.
- Follows published menus. Ensures that lunches meet USDA child nutrition guidelines.
- Uses standardized recipes to maintain quality control. Monitors production sheets/work progress.
- Ensures compliance with district specifications and mandated food service regulations (e.g., hazard analysis critical control points, portion size, sanitation procedures, etc.).
- Addresses the needs of students with health conditions that necessitate dietary modifications.
- Assists other staff as needed to deal with time constraints and unexpected or urgent situations.
- Directs serving line set up activities and the attractive presentation of food. Plans for substitute menu items when demand exceeds supply.
- Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, etc.
- Oversees the storage/disposal of leftover food.
- Accounts for all lunches. Prepares/makes bank deposits. Submits records to the treasurer's office.
- Helps with special district events (e.g., banquets, etc.). Assists rental groups as directed.
- Helps ensure that the kitchen and storage areas are secured at the end of the workday.
- Identifies maintenance needs and notifies the food service director.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports as directed.
- Promotes a safe, efficient, and effective work/learning environment. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.

- Anticipates and prepares for fire, health, and safety inspections. Teaches staff how to operate fire/safety equipment. Documents all injuries that require medical attention.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Maintains an acceptable attendance record and is punctual.

**Supervisory  
Responsibility:**

Supervises and evaluates assigned staff under the direction of the food service director. Assumes responsibility for the results of duties delegated to staff.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require performing repetitive tasks quickly.
- Duties may require differentiating variances in aroma, color, taste, and texture.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general duties and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

**Title:** COOK/CASHIER

**File 802**

**Reports to:** Head Cook

**Job Objective:** Prepares and serves meals. Maintains high standards that support the effective delivery of quality food services. Maintains an orderly and sanitary kitchen.

**Minimum Qualifications:**

- High school diploma or GED.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Food production skills and the ability to use commercial kitchen equipment.
- Successful completion of a board-approved sanitation/food safety course.
- Ability to comply with nutrition, health, and safety laws/regulations.
- Ability to accurately measure, weigh, and adjust recipe ingredients.

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks/confirms assignments. Carefully follows directions. Seeks advice when expectations are unclear. Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- Promotes effective communications and reliable service. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Carefully uses products and supplies to control costs and reduce waste. Advises a supervisor about the need for additional supplies.
- Assists with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages and spoiled products. Organizes, stores, dates, and rotates stock as directed.
- Follows the published menus. Prepares meals for students with dietary restrictions as directed.
- Uses standardized recipes to maintain quality control. Monitors production sheets.
- Monitors compliance with district specifications and mandated food service regulations (e.g., hazard analysis critical control points, portion size, sanitation procedures, etc.).
- Assists other staff as needed to deal with time constraints and unexpected or urgent situations.
- Sets up serving lines. Assists with the attractive presentation of food. Replenishes supplies to maintain an orderly flow of customers. Promptly provides substitute menu items as needed.
- Operates the cash register as directed. Ensures that money is exchanged correctly. Monitors students to help maintain orderly behavior. Does not leave the cash register unattended.
- Accounts for all lunches. Prepares/makes bank deposits. Submits records to the treasurer's office.
- Operates the dishwasher. Hand washes large cookware (e.g., pots, pans, trays, cutlery etc.).
- Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, etc.
- Ensures that leftover food, kitchen supplies, and equipment are properly stored.
- Helps with special district events (e.g., banquets, etc.). Assists rental groups as directed.
- Secures the kitchen and storage areas as directed.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Prepares for fire, health, and safety inspections. Learns how to operate fire/safety equipment. Documents all injuries that require medical attention.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.

- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require performing repetitive tasks quickly.
- Duties may require differentiating variances in aroma, color, taste, and texture.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

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COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

**Title:** **FOOD SERVICE DIRECTOR**

**File 803**

**Reports to:** Superintendent

**Job Objective:** Supervises the planning, delivery, assessment, and ongoing improvement of food service operations.

**Minimum Qualifications:**

- High school diploma or GED. Post-secondary food service training or work experience is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Successful completion of a board-approved sanitation/food safety course.
- Ability to monitor and manage compliance with nutrition, health, and safety laws/regulations.
- Bookkeeping skills and the ability to compute mathematical data accurately.

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Supervises food service operations (e.g., staffing, menu planning, purchasing, food production, record keeping, etc.). Markets the program to maximize profits. Monitors customer satisfaction.
- Participates as an active member of the management team. Upholds board policies and follows administrative procedures. Promotes a professional image of the school district.
- Maintains open and effective communications. Uses problem-solving techniques to tactfully address questions/concerns. Keeps stakeholders informed about emerging issues.
- Analyzes data to improve food service operations. Helps develop and implement the district's continuous improvement plan. Identifies and develops partnerships that enhance district services.
- Provides staff leadership and consensus development. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.
- Plans, procures, and manages supplemental service contracts related to assigned programs.
- Identifies maintenance needs and prepares work orders.
- Manages cost-control programs. Prepares bid specifications. Obtains price quotes. Prepares comparative data (e.g., quality, warranties, discounts, delivery dates, etc.). Approves invoices for payment. Prepares revenue/expense projections. Maintains accurate inventory records.
- Encourages program innovations. Pursues funding opportunities. Helps prepare grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Participates in food service staff selection and orientation processes. Ensures the equitable distribution of workloads. Arranges for substitutes during staff absences as needed.
- Trains food service staff in procedures to effectively accomplish assigned duties.
- Shares knowledge about advances in operational procedures and equipment technology.
- Promotes professionalism. Implements locally developed personnel appraisal standards.
- Publishes menus. Makes available a variety of food choices that appeal to consumer preferences.
- Manages food preparation activities. Ensures that lunches meet USDA child nutrition guidelines.
- Uses standardized recipes to maintain quality control. Monitors production sheets/work progress.
- Ensures compliance with district specifications and mandated food service regulations (e.g., hazard analysis critical control points, portion size, sanitation procedures, etc.).
- Addresses the needs of students with health conditions that necessitate dietary modifications.
- Helps staff as needed to meet established schedules. Directs serving line set up activities and the attractive presentation of food. Plans for substitute menu items when demand exceeds supply.
- Oversees the cleaning/sanitization of equipment and the storage/disposal of leftover food.
- Processes applications and records for free and reduced-cost lunch programs.
- Accounts for all lunches. Prepares/makes bank deposits. Submits records to the treasurer's office.
- Helps with special district events (e.g., banquets, etc.). Assists rental groups as directed.
- Ensures that the kitchen and storage areas are secured at the end of the workday.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.

**FOOD SERVICE DIRECTOR**

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- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports as directed.
- Promotes a safe, efficient, and effective work/learning environment. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Anticipates and prepares for fire, health, and safety inspections. Teaches staff how to operate fire/safety equipment. Documents all injuries that require medical attention.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Maintains an acceptable attendance record and is punctual.

**Supervisory  
Responsibility:**

Supervises and evaluates assigned staff under the direction of the superintendent. Assumes responsibility for the results of duties delegated to staff.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

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Evaluation:**

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