



REGIS CATHOLIC SCHOOLS JOB DESCRIPTION

St. James COOK

REPORTS TO: Food & Nutrition Director

JOB RESPONSIBILITIES:

The Cook is a part-time position during the school year. This person will work one day to two days before and one to two days after the school year to be determined by the Food & Nutrition Director. The Cook will work approximately four to five hours per day as determined by the Food & Nutrition Director.

Physical Demands: Continual standing, walking, pushing and pulling, frequent stooping, bending, lifting (up to 50 lbs.) and carrying. Moderate exposure to extreme hot and/or cold temperatures.

1. Ensures compliance with local health department and DPI food service regulations
2. Responsible for acting in compliance with the National School Lunch and School Breakfast Program.
3. Prepares and serves meals in compliance with the Wisconsin Food Code and DPI regulations.
4. Maintains daily production records, temperature logs, and other spreadsheets as determined by the Food & Nutrition Director and has them completed in a timely manner
5. Manages the operations of the St. James School kitchen ensuring that all standards are met.
6. Responsible for following the menu as written by the Food & Nutrition Director. Seeks approval from the Food & Nutrition Director if changes to the menu are needed.
7. Responsible for upholding standards of practice in inventory procedures
8. Maintains safe food handling procedures as determined by the Wisconsin Food Code and the Eau Claire County Health Department.
9. Assists with special events as directed by the Food & Nutrition Director
10. Assists in the ordering process.
11. Sets up serving lines allowing for smooth service
12. Responsible for proper use and care of equipment
13. Assist with system Wellness Committee.
14. Keeps open lines of communication with the Food & Nutrition Director
15. Demonstrates a cooperative manner, a willingness to work where needed, and assists until assigned jobs are completed
16. Contributes to positive interpersonal and interdepartmental communication
17. Deals with crisis or problem-solving situations in a calm, tactful, professional manner
18. Demonstrates support of fellow employees and administration through actions and comments
19. Attends meetings, workshops, conventions and training sessions when needed
20. Complies with Diocesan and RCS regulations and policies
21. Confidentiality of RCS matters is required
22. Completes other duties as needed to ensure quality food service to students in our Catholic schools

The foregoing statements describe the general purpose and responsibilities of the job and not an exhaustive list of all responsibilities, duties and skills that may be required.

Head Cook

Date

Food & Nutrition Director

Date