

## Job Description

**Job Title:** Cook/Baker I  
**Position Code:** 5N06, EN06  
**Job Classification:** Non-Exempt

**Supervisor:** Cafeteria Manager  
**Pay Grade:** 12  
**Contract Length:** 183 Days

### **Job Summary**

Responsible for food preparation at a school site with two or less serving lines, to include main dishes and vegetables as assigned by the child nutrition manager. Assists a Cook II if assigned to a school with three or more serving lines.

### **Essential Duties**

1. Follows procedures in food preparation, use and care of equipment, and personal habits to assure that sanitation standards are met as required by the Child Nutrition Services Office and Virginia Department of Health.
2. Prepares main dishes and vegetables in accordance with the menus developed in the Child Nutrition Services Office in ample quantities required.
3. Follows standards of safety in preparing, storing and serving food as required by the Child Nutrition Services Office and Virginia Department of Health.
4. Cleans assigned work area to include but not limited to, sweeping, mopping, cleaning walls, ovens, mixers, tables, steamer, kettle, warmer, fryers and utensils.
5. Maintains required forms and records as assigned by the manager.
6. Attends job related training classes and workshops.
7. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Ability to read and write in English and follow written and oral instructions. Ability to prepare quantities of food following and/or properly converting standardized recipes. Completion of an approved sanitation course (May be completed after employment). Follows dress code as outlined in the Child Nutrition Services Handbook. Ability to follow safety precautions to avoid injuries of minor cuts, falls, bruises, burns and scalds. Ability to complete written forms and records.

### **Working Conditions & Physical Requirements**

Must have the ability to stand for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 30 pounds; to bend, to stoop, to walk and to reach overhead. Must possess the ability to establish and maintain effective working relationships with staff and students.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/cafeteria environment. The noise level in the work environment is usually moderate to loud.

**Supervision Exercised:** None

**Supervision Received:** Cafeteria Manager

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Cook/Baker will be required to follow any other instructions and to perform any other related duties as assigned by the Cafeteria Manager or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received a copy of this job description and understand the contents.**

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Employee Name (Print)

Signature

Date

Revised 07/19 CR