



## **Second Cook**

**Department:** Food Service

**Supervisor:** Kitchen Manager

**Status:** Non-Exempt (Union)

**Contract:** Student days plus additional days as determined by Food Service Director

### **Position Overview & Responsibilities**

Support the Kitchen Manager in maintaining an atmosphere that is positive and welcoming. Responsible for the preparation, serving and clean up of meals while ensuring the MN State Department of Education, US Department of Agriculture, and school policies and procedures are being met. Fulfills the job duties of the kitchen manager when the kitchen manager is not present.

- Responsible for daily preparation of nutritious meals, ensuring all food is cooked, held, and stored at the proper temperatures.
- Follow food safety and sanitation procedures, governmental regulations, and district policies and procedures.
- Serve food according to serving size requirements, present food in an appealing manners and assure timely service.
- Assist the kitchen manager in monitoring students with special diets, and preparing for student diet needs.
- Able to determine the needs of the kitchen and place both food and supply orders accordingly.
- Complete any necessary paperwork as directed by Kitchen Manager, including but not limited to accident reports, production records, order forms, invoice coding, protein logs, temperature logs, and inventory and check requests.
- Proficient in use and operation of the Point of Sale (POS) system.
- Clean kitchen areas as directed by Kitchen Manager.
- Fulfill the job duties of the Kitchen Manager when the manager is absent.
- Attend meetings, workshops, and training sessions as directed by supervisor.
- Perform other related duties as assigned.

### **Requirements & Qualifications**

High School diploma or equivalent (GED) required. Must obtain SNA Level 3 Certification within one year of hire date. Previous food service experience preferred.



# ST. MICHAEL - ALBERTVILLE SCHOOLS

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Must be able to lift up to 25 pounds, occasionally lifting up to 40 pounds. Must possess strong organizational skills and have the ability to work with a diverse group of people. Must have strong communication skills.

## **Essential Functions & Skills**

This position requires an ability to work independently under the direction of the Kitchen Manager and with several departments.

- Ability to work effectively with administrators, students, staff, vendors and guests.
- Ability to multitask and prioritize workload.
- Ability to follow written and verbal directions.
- Strong communication and customer service skills.
- Strong organizational, task management, and time management skills.

## **Equal Employment Opportunity Employer**

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status.