

## **West Central Cook Job Description**

Title: District Cook

Qualifications: High School Diploma, Food Managers License

Reports To: Head Cook and Building Principal

Approved: August 20, 2025

### **District Cook Responsibilities:**

1. Pass Illinois State Food Manager Test
2. Stocks supplies and daily menu items prior to and during serving periods
3. Follows directions from Head Cook
4. Rotates job responsibilities as needed
5. Ensures proper portion control and adherence to dietary guidelines for various age groups and special dietary needs
6. Serves meals in an efficient and friendly manner, interacting positively with students and staff
7. Assists in setting up and breaking down serving lines
8. Maintains accurate production records, temperature logs and other required documentation
9. Works cooperatively with other food service and school staff to ensure smooth and efficient operations
10. Participates in professional development as required
11. Assists in the preparation and service of food in an efficient and friendly manner
12. Assumes responsibilities of Head Cook, in his/her absences
13. Reports to the assigned workstation in a timely manner and as assigned
14. Ensures that meals are ready at serving time
15. Assists in daily clean up of the kitchen and surrounding areas, including trays, table service, utensils, and equipment so they are ready for the next workday
16. Assists in the storage and disposal of unused food in a safe manner
17. Assists in checking in, storing, and shelving food shipments upon arrival

18. Prepares food for full menu meal, salad bar and condiment table according to menus, special dietary or nutritional requirements, and number of portions to be served
19. Retrieves/stores items from/in storeroom, cooler or freezer
20. Sweeps and mop floors
21. Stores food properly and safely marking date and item
22. Complies with all county health rules and regulations
23. Reports any necessary equipment repair and maintenance to Head Cook
24. Performs other duties as assigned by Head Cook, Principal or Superintendent
25. Be pleasant and friendly to all students and staff

This job description in no way states or implies that these are the only duties to be performed by this position. The District Cook will be required to follow any other instructions and to perform any other related duties as assigned by district administration or the Board of Education.