

INDIAN BOARD OF EDUCATION
PIERRE INDIAN LEARNING CENTER

JOB TITLE COOK

DEPARTMENT FOOD SERVICES

SUPERVISOR FOOD SERVICES DIRECTOR

QUALIFICATIONS: (List minimal requirements, education & experience)

High school diploma or GED. Knowledge of volume food preparation, nutrition, and sanitation. Short course food preparation is preferred.

JOB OBJECTIVES: (Give summary statement of specific area of work).

See representative duties.

NORMAL WORKING SCHEDULE FOR THIS POSITION:

40 hours per week as scheduled. (May include weekends and will include split shifts.)

GENERAL GUIDELINES:

Incumbent will work within the general guidelines set forth in the Policies and Procedures established for the Pierre Indian Learning Center by the Indian Board of Education, under the general direction of the designated official of the Learning Center or his/her authorized representative.

ACCOUNTABILITY:

Incumbent will be directly responsible to the supervisor named above or his/her successor and shall be expected to exercise independent judgement and initiative in regard to work functions.

INSERVICE TRAINING REQUIREMENTS:

Incumbent shall attend all training sessions scheduled for his/her component or for the full staff of the Center to broaden his/her knowledge and understanding of PILC programs and operations and to contribute to program development.

CONFIDENTIALITY:

Incumbent shall maintain a professional stance on all occasions and shall maintain appropriate professional confidentiality.

REPRESENTATIVE DUTIES:

- Responsible for adhering to CANS school lunch nutritional guidelines and Department of Health regulations.
- Prepares assigned entrees and meal dishes.
- Grills foods such as hamburgers, bacon, eggs and hams.
- Operates deep fat fryer.
- Prepares and serves snack bar foods.
- Cleans, slices and pares fruits and vegetables.
- Assists in preparing salads and desserts.
- Scrapes and washes dishes.
- Cleans work area and equipment.
- Supervises and assists student or resident help on a limited basis.
- Dishes up food and loads food carts.
- May be required to bake cakes, cookies, breads, etc.
- May be required to have a valid driver's license.
- Performs other duties as assigned by the supervisor.

2/2015