

## **SERIES 500 - PERSONNEL**

### **Support Staff Job Descriptions and Evaluation - 560**

#### **Job Description and Evaluation for School District Cooks (563.2)**

##### **RESPONSIBLE FOR**

School District Cooks are responsible for preparation and production of food and sanitary conditions in the kitchens and eating areas.

##### **REPORTS TO**

School District Cooks reports to and are under the supervision of the Food Service Manager. The Food Service Manager is responsible for the assignment of specific duties of each Cook.

##### **SPECIFIC RESPONSIBILITIES**

All school personnel are required to perform the following tasks as School District Cooks.

- Follows planned menus, accurately recording food produced and food discarded.
- Practices safety procedures in cooking and distributing food.
- Provides for a sanitary environment.
- Practices safety procedures and care in using kitchen equipment.
- Performs any reasonable duty as requested by the Food Service Manager or School District Administration.

##### **EMPLOYMENT REQUIREMENTS**

All school personnel are required to do the following in order to be hired by the Norwalk-Ontario-Wilton School District in any capacity in the Food Service area.

- Be able to read and comprehend written and verbal instructions.
- Understand and perform simple arithmetic required to calculate and record production quantities, inventory, and hours worked.
- Verbal and listening skills to provide a positive experience for students and staff who are customers of the food service program.
- Must be able to stand and walk for most of the work day.
- Must be able to lift, reach, push and carry items weighing up to fifty (50) pounds.
- Vision to see at close range for judging the appearance and condition of food and food displays.
- Versatility in performing multiple tasks throughout the school year.
- Maintain very good personal hygiene practices.
- Act with conduct that is consistent with school district policies and procedures.

## **CONTRACTS**

Contracts for all support staff personnel will be issued and voted on by the Norwalk-Ontario-Wilton Board of Education in accordance with the following procedures:

- Health insurance increases are known by the district.
- A negotiation process takes place on salary increases between the support staff and the Norwalk-Ontario-Wilton Board of Education or the District Administrator.

All Cooks are entitled to take part of the district's health insurance program. The Norwalk-Ontario-Wilton Board of Education will contribute 96.1% towards a single policy and 90.57% towards dependent coverage. Cooks who are not full time (less than 40 hours per week) will have the Board contribution towards Cook participation in the district's health insurance prorated in accordance to time worked against a forty (40) hour week.

All other benefits are specifically written on individual contracts.

## **EVALUATION OF SCHOOL DISTRICT COOKS**

The evaluation of School District Cooks will be done annually, prior to the end of school, by the Food Service Manager. The person employed as a School District Cook will be evaluated on the duties outlined in this policy, the general employability skills that consist of attendance, attitude, the ability to work with others, and work ethic. A narrative must be written as the evaluation instrument concerning general employability skills. When evaluating the duties outlined in this policy, the Food Service Manager may write a narrative, or use a rank-order scale to evaluate how each School District Cook is performing each task listed. If a rank order scale is utilized, the following values will be used to determine employee performance:

- 5 = Exceptional
- 4 = Very Good
- 3 = Above Average
- 2 = Average
- 1 = Poor

Any employee will be given an opportunity on the evaluation to write responses to any comments made on the evaluation. Either party involved in the evaluation process may call for a face-to-face meeting over the evaluation. School District Cooks must return a signed evaluation to the Food Service Manager within five business days after receiving the evaluation. The Food Service Manager will then forward the signed evaluation to the School District Superintendent with any recommendations regarding the employment of the evaluated Cook.

Adopted: 1/16/12