



Montezuma-Cortez School District RE-1
EVERY STUDENT. EVERY DAY.

Position: Cook

Our Vision

The district is committed to creating an environment of collaboration and accountability that ensures our students:

- Achieve personal goals and academic growth.
- Are invested in success for their future.
- Attain high levels of literacy and 21st century skills.
- Are engaged in active citizenship.
- Learn in a safe and healthy school environment.

Position Summary: Assist the Cafeteria Manager with maintaining a successful food service program by preparing and serving food, maintaining kitchen, washing dishes and trays, receiving payment for meals, and assisting with food ordering and inventory.

Essential Duties and Responsibilities: 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 accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.

- Under the supervision of the Cafeteria Manager, assist in preparing food for the National School Lunch Program through the preparation and serving of food on the lunch line using safe food handling procedures.
- Stock and set up serving line and all necessary equipment needed to serve meals.
- Sanitize all dishes, equipment, floors, tables, sink, etc. following all completion of daily school lunch/breakfast program service. Wash tables in commons area following each meal to ensure sanitary eating areas.
- Remove all trash and waste from the kitchen.
- train in all positions, including manager position.
- Operate POS lunch system and serve as cashier.
- Assist with ordering, storing, and inventorying food and supplies.
- Assist with opening and closing kitchen preparations including cleaning, storage, and stocking of inventory.
- Perform other duties as assigned.

Education and Training: High school diploma or equivalent. Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential job functions of the position.

Experience: Kitchen prep or cooking, food service experience preferred

Certificates, Licenses and Registrations: Valid Driver's License Required. Food Handlers Permit. First Aide/CPR/AED training preferred. Criminal Background Check required for hire.

Technical Skills, Knowledge, and Abilities:

- Basic mathematical and measuring skills for following recipes and giving change to students.
- Cashiering skills preferred.

- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively with co-workers to maintain a positive and professional work climate.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Knowledge of large volume food production, serving and sanitizing equipment preferred.
- Knowledge of basic kitchen utensils including knives, slicers, thermometers, and cleaning agents.
- Normal office equipment such as personal computer, printer, copier, fax, phone system, e-mail.
- Performs other related duties as assigned or requested.
- Observes all district policies and procedures.

Supervisory Duties: None

Reports to: Principal and Director of Nutrition Services.

Candidate Profile:

Education and Certification:	<ul style="list-style-type: none"> • High School diploma
Experience and Skills:	<ul style="list-style-type: none"> • Ability to understand and follow oral and written instructions. • Flexible and maintain a positive attitude. • Work cooperatively with supervisors and coworkers
Culture and Fit:	<ul style="list-style-type: none"> • Commitment to the mission and values of Montezuma Cortez Re-1 • Desire to work as a member of a dynamic team. • Openness to feedback and willingness to share ideas. • Maintains and models high standards of personal and professional integrity and confidentiality

Physical Requirements and Working Conditions: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical Activities:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Reach with hands and arms			X	
Use hands to finger, handle, or feed			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Listen				X

Work Environment:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places			X	
Fumes or airborne particles	X			
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme Cold (non-weather)	X			
Extreme Heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

Mental Functions:	Amount Of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate		X		

Noise Level:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

Vision Demands:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

The signatures below indicate that this job description has been reviewed by the employee with the supervisor.

_____ Employee Name (Print)	_____ Employee Signature	_____ Date
_____ Supervisor Name (Print)	_____ Supervisor Signature	_____ Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.

NONDISCRIMINATION CLAUSE



Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

Title IX Coordinator and Compliance Officer (*Title II/ADA, Title VI*)

Cynthia Eldredge, Executive Director of Human Resources
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1135
titleIXcoordinator@cortez.k12.co.us

504 Compliance Officer (*Section 504*)

Lisa Megel, Executive Director of Exceptional Student Services
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1118
504complianceofficer@cortez.k12.co.us

M-CSD RE-1 School Governance Policies can be found on our website at:
www.cortez.k12.co.us/our-district/board-of-education/policies

CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. La falta de habilidades para hablar inglés no será una barrera para la participación o la admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

Coordinador del Título IX Oficial de Cumplimiento (Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1135
titleIXcoordinator@cortez.k12.co.us

504 Oficial de Cumplimiento (Sección 504)

Lisa Megel, Director Ejecutivo de Servicios para Estudiantes Excepcionales
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1118
504complianceofficer@cortez.k12.co.us

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:

www.cortez.k12.co.us/our-district/board-of-education/policies

11.28.23 DKR

Referenced Policies: AC, AC-E-1, AC-R (Option 1), AC-R-2*, JB, JBA, JBA-E, JBB*, JII-R

NOTE: Federal law requires districts to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks, course catalogs, program/employee application forms, and recruitment materials. 34 C.F.R. § 106.8.