

**BRISTOL BOROUGH SCHOOL DISTRICT  
BRISTOL, PA 19007**



**POSITION: CAFETERIA EMPLOYEE – COOK**

**COMMENCING:** 2023-2024 School Year

**SALARY:** \$18.97 per hour with benefits as per Negotiated Contract.

**DUTIES:** See Attached Job Description

**Application Deadline: When position is filled.**

Send letter of interest to:

Jennifer Moyer, *Administrative Assistant to Superintendent*  
Bristol Borough School District  
1776 Farragut Avenue  
Bristol, PA 19007

These duties represent the major duties; however, there may be other duties assigned. Employee will be required to follow any other job-related instructions and perform any other job-related duties requested by their supervisor. The school district reserves the right not to fill the position for any reason.

The Bristol Borough School District is an equal opportunity educational institution and will not discriminate on the basis race, color, age, religious creed, gender, ancestry national origin, veteran's status, or non-job related handicap or disability (except where any of these constitutes a bona fide occupational qualification) in its activities, programs, or employment and promotion practices as required by State and Federal laws. It is the responsibility of the applicant or employee to inform the Superintendent that an accommodation is needed. In accordance with State and Federal law, reasonable accommodations will be considered upon the employee's request. For information, contact Jennifer Moyer, Administrative Assistant to Superintendent

**Attachment: Job Description**  
**Posted: September 22, 2023**

**TITLE:** Cook

**REPORTS TO:** Cafeteria Manager

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**POSITION GOALS:**

*To assist in the preparation and serving of quality food to students in a clean, efficient and pleasant atmosphere.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (Other duties may be assigned)

- Supervises and participates in the food preparation according to planned menu and tested uniform recipes provided by the Cafeteria Manager.
- Supervises and participates in the daily cleaning of the kitchen and equipment to ensure sanitary conditions.
- Maintain food production records.
- Responsible for ordering, receiving and storage of food and supplies.
- Assists manager in staff training.

**SUPERVISORY RESPONSIBILITIES:**

*Supervises and instructs kitchen help in safe and efficient food service practice.*

**QUALIFICATION REQUIREMENTS:**

*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.*

**EDUCATION and/or EXPERIENCE:**

*High school diploma or general education degree (GED), previous experience with large-scale cooking and food preparation/serving.*

**CERTIFICATES, LICENSES, REGISTRATIONS:**

*Food Sanitation Managers certificate issued by PA Department of Health.*

**LANGUAGE SKILLS:**

*Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in*

*one-on-one and small group situations to customers, clients, and other employees of the organization.*

**MATHEMATICAL SKILLS:**

*Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.*

**REASONING ABILITY:**

*Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.*

**OTHER SKILLS AND ABILITIES:**

*Ability to work in a friendly manner with co-workers and students and have the ability to plan own work schedule and to direct helpers under his/her supervision. General knowledge of the best methods of preparing and cooking foods in large quantities and the ability to adjust recipes to the quantity required. Ability to perform jobs and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.*

**PHYSICAL DEMANDS:**

*The physical demands described here 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.*

- ✓ *While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools.*
- ✓ *The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food, etc. The employee uses kitchen equipment. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision and color vision.*

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable*

*accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- ✓ **While performing the duties of this job, the employee occasionally works in temperatures above 100° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has a greater than average risk of getting a minor injury such as cut or burns while performing the duties of this job.**

**The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**