



OFFICE of HUMAN RESOURCES

5572 Princeton Road
Liberty Twp., OH 45011-9726
Office: 513-644-1193 Fax: 513-644-1182
www.lakotaonline.com

Position: CHILD NUTRITION COOK

Department: Child Nutrition

Fair Labor Standards Act Status: Non-Exempt

Reports to: Child Nutrition Assistant Director

Contract: 184 Days

District Overview

Lakota Local School District is a vibrant and dynamic educational community, serving over 18,000 students. Everything we do is designed to provide a future-ready, student-centered learning experience for every single child.

Summary

The **CHILD NUTRITION COOK** is an individual contributor responsible for preparing, cooking, and assembling food items for student meal service in accordance with standardized recipes and the Ohio Uniform Food Safety Code. This position supports daily cafeteria operations by ensuring meals are prepared safely, efficiently, and to established quality standards.

Minimum Qualifications

High school diploma or equivalent required. Valid ServSafe® Food Safety Program for Managers certification required and must remain current. Minimum of three (3) years of experience in a food service environment preferred.

Key Responsibilities

Food Preparation & Cooking

- Prepare, cook, and assemble menu items including entrees, vegetables, sandwiches, salads, and side dishes using standardized recipes.
- Cook hot entrees and sides prior to and during meal service periods.
- Ensure food quality, taste, temperature, and presentation meet established standards.
- Monitor serving lines and keep items stocked throughout meal service.

Food Safety, Documentation, & Inventory

- Complete daily food production records accurately.



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- Take and record food temperatures on required temperature logs.
- Rotate stock using FIFO (First In, First Out) methods.
- Maintain compliance with Ohio Uniform Food Safety Code and local health department regulations.

Cashiering & Operational Support

- Perform cashiering duties during breakfast and/or lunch as needed.
- Accurately count U.S. currency and reconcile cash drawers.
- Complete Point of Sale documentation and follow special diet notifications.
- Assist with end-of-day paperwork and bank deposits as directed.

Sanitation, Cleaning, & Equipment Use

- Clean and sanitize food preparation areas, equipment, and storage areas.
- Operate dish machines and perform ware washing and laundry tasks as needed.
- Maintain a clean, safe, and organized kitchen environment.

Professional Expectations

- Maintain a positive attitude and work cooperatively as a team member.
- Work effectively with minimal supervision.
- Demonstrate professionalism, appropriate work attire, and strong customer service skills.
- Use active listening and problem-solving techniques to resolve questions and concerns tactfully.
- Answer all emails in a timely manner.
- Complete all Safe Schools training in a timely manner.
- Provide world class customer service.
- Maintain strict confidentiality.
- Perform other duties as assigned by the supervisor or designee.

Knowledge

- Knowledge of standardized recipes, portion control, and basic cooking techniques used in large-scale food service operations.
- Knowledge of food safety principles, sanitation practices, and the Ohio Uniform Food Safety Code.
- Knowledge of basic cash handling procedures and point-of-sale operations.



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Skills

- Skill in preparing, cooking, and assembling food items efficiently while maintaining quality and consistency.
- Skill in operating commercial kitchen equipment, dish machines, and food service tools safely.
- Skill in accurately completing food production records, temperature logs, and related documentation.

Abilities

- Ability to follow standardized recipes, written instructions, and verbal directions accurately.
- Ability to work effectively as part of a team in a fast-paced cafeteria environment.
- Ability to maintain cleanliness, organization, and attention to detail throughout the workday.
- Ability to stand for extended periods, perform repetitive tasks, and meet the physical demands of the position.
- Ability to maintain confidentiality and provide courteous, professional customer service to students and staff.

Working Conditions

- Work is performed in a cafeteria and food preparation environment.
- Ability to lift up to 50 lbs.; bending, lifting, twisting, and repetitive motions required.
- Exposure to hot surfaces, cleaning chemicals, and food service equipment.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the reasonable duties required by the employee's supervisor and/or appointing authority.

Lakota Local School District is an Equal Opportunity Employer

Board Approved: March 23rd, 2026