



IN REPLY REFER TO

United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Office of Indian Education Programs
Human Resources Office
P.O. Box 769
Albuquerque, New Mexico 87103

Memorandum

MAY 17 2006

To: All Education Line Officers
Principals
Program Managers/Supervisors
Business Managers/Technicians

From: BIE Human Resources Officer *Kay Hayes*

Subject: Excepted Qualification/Job Category Standard 43-02,
School Cook, 7404

Attached for your immediate use is the Excepted Qualification/Job Category Standard 43-02, School Cook, 7404, approved in April 2006. This standard cancels and replaces the Job Category 43A, School Cook, 7404, dated April 22, 1997. The significant change is deletion of the automatic staffing differential, which is now covered by a separate procedure. The new standard applies immediately to all advancements, new contracts, and contract renewals.

If you have any questions, please contact Ms. Doris A. Willie, OIEP Human Resources Specialist, at (505) 563-5307, or Kay Hayes, OIEP Human Resources Officer, at (505) 563-5300.

Enclosure

Job Category: 7404
Excepted Qual. Standard: 43-01
Approved: April 2006
Authority: P.b. 95-561


Director, BIE

SCHOOL COOK

CATEGORICAL PAY LEVEL:

Minimum Pay Level: 02
Maximum Pay Level: 02

DESCRIPTION OF WORK:

This job category includes positions that prepare and cook a variety of meats, vegetables, bread items, desserts and accompanying items for consumption by students in a school cafeteria. This includes preparation of special food items for banquets, field trips, school picnics and parties. Develops or follows a pre-established menu, using expertise to substitute items as necessary. Cooks are required to order food on a regularly scheduled basis, using established procedures. They prepare monthly and other required reports, including reports for reimbursement under the USDA school breakfast and school lunch programs and maintain supporting documentation as required. The work include responsibility for assuring that meals, sack lunches and special meals for sick students meet nutritional or other specified requirements. Cooks are responsible for assuring that the school kitchen is in compliance with applicable tribal, state, and/or federal health and safety requirements. Responsible for serving food, washing dishes and kitchen utensils, unloading and storing food supplies, taking inventory, and cleaning up of kitchen facilities. Proper supervision of students eating and assisting in the cafeteria is also required of the cooks.

LEVEL OF RESPONSIBILITY:

School cooks are responsible for the food service operation at a school and for any required records preparation and maintenance associated with the operation.

POSITION TITLE:

Official title is *School Cook*. Add the parenthetical title of Leader or Supervisor to the basic title for position that is assigned this responsibility

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

High school or GED diploma and one year related experience is required. Successful completion of a one-year (two semesters) or longer full time training program in food service management may be substituted for the year's experience. School cooks must possess and maintain a valid food handler's certificate. All applicants must demonstrate the ability to follow written and oral instructions.

CONDITIONS OF EMPLOYMENT:

A valid State Driver's license is a prerequisite, if the position requires operation of a motor vehicle in performance of work. A valid State Driver's license must be maintained as a condition of employment; failure to do so may result in removal from the position.

An annual physical examination is required. Incumbents may be required to wear personal protective equipment as necessary.

(Note: Conditions of employment should be stated in the position description for these positions and identified as such.)

PHYSICAL REQUIREMENTS:

School cooks must be able to lift over 50 pounds and be in excellent physical condition. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required except that some positions may be suitable for persons who are blind or deaf. In most instances, and amputation of arm, hand, leg or foot will not disqualify and applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, incumbents must have mental and emotional stability.

Occasionally, incumbents may be required to travel for training purpose or attendance at meetings from the duty station.