

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: FOOD SERVICE ASSISTANT COOK

BASIC FUNCTION:

Under the direction of the Food Service Production Supervisor assemble, prepare, cook, package and serve food items for the Central Kitchen transport operation and the elementary school; maintain daily records of items sold and money received; temporarily fill the position in the absence of the Food Services Production Supervisor.

REPRESENTATIVE DUTIES:

1. Assemble, prepare, cook, package and serve appropriate quantities of food for the central kitchen and elementary school in a timely manner, assuring quality and quantity of foods prepared.
2. Complete and maintain a variety of records and reports for foods prepared, items sold and accountability of items remaining; submit records to supervisor.
3. Plan production schedules based on serving needs and review work schedules and provide work direction to Food Service Assistants.
4. Assemble, clean and prepare a variety of food items such as fruits and vegetables; make salads, prepare fruit cups; package foods as necessary according to established Hazard Analysis Critical Control Procedures (HAACP), maintaining health and sanitary conditions.
5. Prepare, cook, bake and/or assemble food items according to menu, prepared production records, utilizing large quantity recipes or specific directions.
6. Set up serving areas; assure that serving lines are properly stocked with adequate food, beverages and supplies.
7. Operate a computerized point of sale system; input student prepaid account information, check student eligibility status; review credit availability, prepare notifications on status of prepaid meal account, open and close the system. Assist supervisor in counting money at the end of the day; act as supervisor when supervisor is absent.
8. Track meals served by eligibility category.
9. Maintain work areas and serving areas in a sanitary manner; wash, clean and sanitize equipment on serving lines; clean and store utensils, trays and kitchen equipment; sweep floors.

10. Store unused food items according to appropriate standards to assure health and sanitation standards are followed.
11. Operate a variety of commercial kitchen equipment and appliances such as slicers, ovens, skillets and mixers in a safe manner.
12. Conduct on the job training of Food Services personnel.
13. Attend a variety of meetings and in-services as needed.
14. Participate in the development of recipes and menu items for use in the meal program. Test and make recommendations regarding new products.
15. Receive deliveries from vendors. Ensure incoming food and supplies comply with health and safety standards. Ensure proper rotation, storage and dating of items. Monitor temperatures of storage facilities.
16. Conduct daily and monthly inventories.
17. Perform other related duties as required or assigned.

KNOWLEDGES AND ABILITIES:

Knowledge of:

Methods of assembling, preparing and cooking food in large quantities from recipes
Principles and practices of safety and sanitation related to the handling and serving of food in large quantities
Standard kitchen utensils, equipment and appliances
Record-keeping and bookkeeping methods
Proper methods of storing and cleaning equipment, materials and supplies
Oral and written communication skills
Inventory methods
Proper lifting techniques

Ability to:

Perform advanced food preparation and cooking duties in a timely and appropriate manner to assure efficient operation of an assigned work station
Assemble, prepare, cook and serve a variety of attractive, appetizing and nutritious food items in large quantities in a sanitary manner
Follow planned menus and standardize recipes
Estimate food and supply needs according to established lunch count
Operate kitchen utensils, equipment and appliances safely
Follow applicable health and sanitation requirements
Lift and transport objects weighing up to 50 pounds using proper lifting techniques
Make change and arithmetic calculations quickly and accurately
Work efficiently during rush conditions
Work cooperatively with others

Communicate effectively both orally and in writing
Understand and follow oral and written directions
Maintain records of assigned workstation operation
Operate a computerized point of sale system
Coordinate menu planning approaches for school food services
Evaluate situations, analyze and adopt an effective course of action
Develop, test, and adjust to extend recipes according to established procedures
Follow instructions and procedures as directed from lead personnel
Utilize proper methods of food preparation, rotation and storage
Operate computerized point of sale system
Apply safety and sanitation techniques
Learn laws, rules, policies, practices and procedures related to public education and specific to Los Alamitos Unified School District
Commit to Los Alamitos Unified School District's mission, vision and priority goals

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma and three years of experience in quantity food production, preparation and service.

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid Manager ServSafe Certificate required by the local Health Department.

WORKING CONDITIONS:

Central kitchen and school cafeteria environment; stand, walk, kneel, squat, crawl, stoop, bend daily; lift, carry, push, pull up to 50 pounds; repetitive twisting/pressure involving wrists/hands; work with arms above shoulder level; repetitive use of hand, arm and shoulder; exposure to temperature changes: heat over 90° from ovens and cold below 50° from freezers; work with sharp kitchen instruments such as knives; work with hands in water; speak clearly and hear normal voice conversation; direct contact with students, the public and other district staff; exposed to minor contagious illnesses (e.g. colds, flu).

SALARY RANGE: 37

ADOPTED BY PERSONNEL COMMISSION: August 17, 2016

ADOPTED BY BOARD OF EDUCATION: September 13, 2016