

Position: Cook**School/Department:** Child Nutrition Program**Reports To:** Child Nutrition Director**Grade:** 14

SUMMARY

Under general direction create, prep, cook, prepare and serve food items in a Central Kitchen other food facility; maintain food service equipment and facilities in a safe, clean and sanitary condition. Receive direct to general supervision from Director of Child Nutrition Services or his/her designee within a well-defined framework of standard policies and procedures; perform routine functions of food services operations as required.

NATURE AND SCOPE

Under the guidance of the Child Nutrition Program Manager or Director, performs skilled work as part of the Child Nutrition Program. Incumbents will exercise some judgment and discretion when applying specific instructions. Work relationships are generally within the group or may extend beyond the peer group to District staff in other departments, outside contractors, vendors, faculty, students, and parents. May have contact with adverse weather conditions.

ESSENTIAL TYPES OF DUTIES (Examples)

- Prepare and cook entrees from scratch or speed scratch. This includes the use of raw meats and vegetables.
- Prepare and cook soups, vegetables, gravies, pastas, rice dishes and other plant based foods from scratch.
- Freshly prepare raw or cooked meat by the use of knife skills and or commercial kitchen appliances.
- Freshly prepare all vegetables and plant based foods by the use of knife skills, soaking and or commercial kitchen appliances.
- Cook all food for all programs including but not limited to NSLP, CACFP, Al la Carte, and preschool.
- Assist in distribution by organizing and preparing all food for delivery.
- Direct others including students, employees and volunteers in the preparation and cooking of food.
- Make sure attendance for all student helpers has been marked.
- Set up serving counters, tables and food warmers with appropriate food items and supplies as assigned.
- Assist in the cleaning of all types of dishes, serving counters, food containers, ovens, freezers, refrigerators and other food service equipment and machines as needed.
- Deep clean ovens, stoves, dishwasher and refrigerators

- Document all necessary HACCP requirements and guidelines and ensure overall kitchen safety.
- Requisition, date and store food items, rotating food as assigned: package and store leftovers.
- Wrap and/or package food items for transport; lift and move heavy milk and fruit boxes.
- Assist in the serving of food on-site.
- Assist other food service employees and/or work with student helpers to ensure that food is prepared on time and in a safe and sanitary manner.
- Serve as cashier, receive money, make change and collect meal tickets as required; complete all required forms; verify number of meals served.
- Measure, sift and mix ingredients.
- Cater breakfast and lunch to teachers and other faculty members for special meetings and events.
- Cater breakfast and dessert for adult functions.
- Inventory Central Kitchen food and food supplies and communicate needs with the Food Service Manager or Director.
- Assist in creating menus, recipes and general operational support systems.
- Ensure that kitchens at all sites continue to run daily operations in the absence of Food Service Manager or Food Service Director.
- Operate a variety of equipment and appliances normally found in a commercial kitchen.
- Store all food and inventoried supplies and kitchen equipment.
- Secure central kitchen at end of day, including making sure all necessary doors are locked and lights are turned off.
- Ensure all kitchen towels and rags are cleaned daily
- Maintain regular attendance.
- Work cooperatively with others.
- Performs related duties and responsibilities as required to accomplish the objectives of the position

QUALIFICATIONS

Knowledge and Skills: Basic knowledge of institutional food preparation, kitchen and food serving utensils and equipment; proper methods of baking, cooking and preparing large quantities of food; weights and measures (English and Metric), kitchen safety and sanitation, basic computer, inventory record keeping, estimating and order procedures. Must obtain California Food Handlers Certification provided by the District. District will provide First Aid and CPR training and certification.

Abilities: Ability to learn and effectively apply proper sanitation and safety requirements; understand and carry out both oral and written instructions; skillfully prepare baked goods in large quantities; perform a variety of food preparation tasks requiring a high degree of manual dexterity; learn to operate assigned food service appliances and equipment in a safe and effective manner; read at a level sufficient to perform assigned duties; perform routine arithmetical calculations; make change accurately; meet the physical requirements necessary to safely and effectively perform the required duties; establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Abilities: Requires the ability that allows movement for positioning of hot or cold materials on a daily basis, stand for extended periods of time, walk, bend, kneel and stoop. May lift objects up to 50 lbs. Work in an environment dominated by wide temperature extremes (freezers, refrigerators and ovens). Sufficient hand and eye coordination for reading a computer screen and use of kitchen utensils. Reasonable accommodations may be made for this position.

Education and Experience: Typically requires completion of high school curriculum or GED. Food service experience in institutional food preparation is required. Additional experience may substitute for education.

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