

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	Child Nutrition Cook	Reports to:	Program Administrator/ Supervisor
Job Category:	Child Nutrition Services	Classification Unit:	Classified
Board Approval:	5/21/2020	Current Salary Grade:	7
Job Description Revised:	7/28/2022	FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of Program Administrator/Supervisor, prepare, cook and serve large-quantity food items at the High School Café including main dishes, vegetables, fruits and salads in a production kitchen environment; maintain kitchen facilities, equipment and utensils in a clean and sanitary condition; collect and verify money from cafeteria sales; maintain student and staff food accounts.

ESSENTIAL FUNCTIONS:

- Perform large-quantity cooking in the preparation of foods such as main dishes, vegetables, fruits and salads in a production kitchen environment; ensure related activities comply with established safety and sanitation requirements.
- Determine appropriate quantity of food items for cooking; ensure compliance with food quality standards including appearance and nutritional requirements; heat and cook food according to standardized recipes to meet scheduled menu requirements and operating timelines.
- Measure and weigh ingredients; calculate, adjust and extend recipes; estimate needed quantities of food and supplies; assemble, mix and prepare a variety of ingredients and supplies; open containers; remove wrappers and ingredients; thaw items as needed; ensure proper temperature of foods.
- Maintain kitchen facilities and equipment in a clean and sanitary condition; clean serving counters, tables, food containers and food service equipment; remove leftover food from cafeteria.
- Prepare food items and utensils for distribution to school sites according to individual school needs as assigned; arrange food and beverage items, review and verify quantities of outgoing shipments; load hot and cold transport carts with specified food items and supplies for distribution to school sites.
- Maintain a variety of records including daily production records related to daily food item distribution, inventory and assigned activities; process and complete food transport sheets as required; monitor inventory levels of food items, utensils and supplies; order, receive, store and rotate food items and supplies; conduct meal counts and inventories.
- Inspect food items, supplies and equipment including monitoring temperature and storage; verify quantity and specifications of orders and compliance with mandated health requirements; stock food, condiments and supplies to maintain adequate quantities and rotating stock for freshness.
- Assist in the development and implementation of menus, in accordance with established portion control and recipe guidelines; calculate and adjust recipes for new menu items as directed; coordinate catering functions for special school events.
- Collect payments for food items from students and staff.

- Operate standard food service equipment.
- Drive a District van (if licensed as assigned) for the purpose of delivering food and/or equipment to satellite sites.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.
- Assist other CNS personnel to support them in the completion of their food service activities.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Health standards related to food handling.
- Safety practices and procedures.
- Methods of preparing and serving foods in large quantities.
- Methods of adjusting and extending recipes and proper substitutions.
- Terminology, techniques, ingredients, equivalent measures and abbreviations used in cooking.
- Sanitation and safety practices related to preparing, handling and serving food.
- Standard kitchen equipment, utensils and measurements.
- Basic inventory practices and procedures.
- Portion control techniques.
- Storage and rotation of perishable food.
- Proper lifting techniques.
- Record-keeping techniques.

Ability to:

- Operate a Point of Sale (POS) system.
- Maintain kitchen facilities, equipment and utensils in a clean and sanitary condition.
- Prepare attractive, appetizing and nutritious meals for students and staff.
- Follow, adjust and extend recipes.
- Determine appropriate quantity of food items for cooking.
- Operate standard kitchen equipment safely and efficiently.
- Follow and ensure compliance with health and sanitation requirements.
- Store and rotate food supplies in storage areas according to established procedures.
- Work under time constraints.
- Conduct daily inventories and estimate appropriate amounts of food items and supplies.
- Communicate effectively both orally and in writing.
- Meet schedules and timelines.
- Work independently with little direction.
- Maintain various records related to work performed.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities:

Education: High school diploma or equivalent.

Experience: Two (2) years increasingly responsible experience in the preparation of food in large quantities including work with following and extending recipes strongly preferred.

Required licenses, certificates, continuing education, training and other requirements:

- ServSafe Manager Certification. Must be obtained within 90 days of employment.
- Minimum annual training as required by the National School Lunch Program (NSLP).

DESIRABLE QUALIFICATIONS:

- Valid driver's license.

WORKING CONDITIONS:

Environment: Indoor/food service environment. Subject to extreme heat from ovens and cold from freezers.

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.

- Standing for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects.
- Dexterity of hands and fingers to operate food service equipment.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Oversee and monitor food quality and quantity.

Hazards:

- Heat from ovens.
- Extreme cold from commercial freezers.
- Exposure to very hot foods, equipment, and metal objects.
- Working around knives, slicers or other sharp objects.
- Exposure to cleaning chemicals and fumes.

OTHER:

Required Testing:

- N/A

Clearances:

- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.
- State Mandated Training.

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.