



LOMPEC UNIFIED SCHOOL DISTRICT

LEAD COOK

JOB SUMMARY:

Under the direction of Director-Child Nutrition Services, perform skilled large-quantity cooking and baking in the preparation, production, and serving of cooked from scratch hot and cold menu items; serve as a lead over assigned staff at the central kitchen; train and provide work direction to assigned staff; maintain kitchen facilities, equipment and utensils in a clean and sanitary condition; ensure compliance with kitchen sanitation and safety procedures and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, coordinate and oversee the preparation and cooking of large quantity food items that are made from scratch such as soups, meats, sauces, gravies, main dishes, vegetables, and other food items; provide cooked from scratch meals to students.
- Perform large-quantity cooking and baking in the preparation, production and serving of hot and cold menu items including main dishes, meats, starches, vegetables, soups, gravies, sauces, salads and sandwiches in a production kitchen environment; assure related activities comply with established safety and sanitation requirements.
- Serve as a lead in assisting other staff members with various kitchen tasks such as preparing raw foods and vegetables, preparing menu items to be cooked from scratch, portioning quantities of food appropriately, assisting with measuring ingredients, utilizing standard kitchen equipment; assure that assigned staff is able to meet the quality and quantity necessary for the cooking from scratch program.
- Assist in developing recipes and new menu items for the purpose of enhancing and introducing new food items to school menus.
- Determine appropriate quantity of food items for cooking; assure 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; maintain adherence to food quality standards including appearance and nutritional requirements.
- 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.
- Determine the appropriate quantity of food items for cooking; measure and weigh ingredients; ensure that the food prepared and served meets the guidelines on menu specifications and recipes.
- Maintain kitchen facilities, utensils and equipment in a clean and sanitary condition; clean serving counters, tables, food containers and food service equipment; ensure compliance with kitchen sanitation and safety procedures and regulations such as Hazard Analysis and Critical Control Points (HACPP).
- Prepare food items for distribution to school sites; 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 inventory levels of cooking supplies, food items and utensils; assure appropriate quantities of supplies are available to meet menu requirements; order, receive, store and rotate food items and supplies.

- Operate a variety of standard kitchen equipment including ovens, stove/ranges, kettles, skillets, grills, broilers, slicers, choppers, mixers, dishwashers, warmers and other kitchen tools and equipment as required.
- Communicate with District personnel and others to exchange information and resolve issues or concerns.
- Train and provide work direction to assigned staff.
- Maintain a variety of records related to daily food item distribution, inventory and assigned activities.
- Operate a computer and assigned software; type and input data into an assigned computer program; maintain spreadsheets and production logs; drive a vehicle to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school supplemented by training or coursework in nutrition and in safety and sanitation procedures and three years increasingly responsible experience in the preparation of food in large quantities in an institutional kitchen, preferably serving in a lead capacity.

Licenses and other Requirements

- Valid Serve-Safe certificate.
- Valid California Class C driver's license.
- Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Staff per the USDA Guide to Professional Standards for School Nutritional Programs.

Knowledge of:

- Methods of preparing of cooking and baking 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.
- Inventory and ordering practices and procedures.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic arithmetic, recordkeeping, and report development procedures.
- Operation of a computer and assigned software.
- Type A lunch and breakfast program requirements.
- Nutrition, dietary requirements, and alternative food sources.
- Portion control techniques.
- Storage and rotation of perishable food.
- Proper lifting techniques.
- Record-keeping techniques.

Ability to:

- Lead and perform large-quantity cooking in the preparation of foods in a production kitchen environment.
- 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.

Lead Cook

- Determine appropriate quantity of food items for cooking.
- Operate standard kitchen equipment safely and efficiently.
- Follow and assure compliance with health and sanitation requirements.
- Store and rotate food supplies in storage areas according to established procedures.
- Conduct daily inventories and estimate appropriate amounts of food items and supplies.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations to define issues and draw conclusions.
- Type and input data into an assigned computer program.
- Meet schedules and timelines.
- Work independently with little direction.
- Maintain various records related to work performed.
- Lift and transport food items, materials, and supplies.
- Provide work direction to others.
- Understand and follow oral and written direction.
- Establish and maintain cooperative working relationships with other

WORKING CONDITIONS:

Work Environment:

- Driving a vehicle to conduct work.
- Food service environment.
- Subject to heat from ovens.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing for extended periods of time.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
- Dexterity of hands and fingers to operate food service equipment.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Seeing to monitor food quality and quantity.
- Generally, the job requires 0% sitting, 90% standing and 10% walking.

Hazards:

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

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: November 17, 2022

Personnel Commission Approval: November 17, 2022

Salary Range: 32

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