



Job Description

POSITION CODE: 720
Classified Group: CSEA
Salary Range: 16
Work Days: 207
Page 1 of 3

POSITION TITLE: Nutrition Services Cook

DEFINITION: Under supervision, plans, prepares, and serves a wide variety of foods and beverages in large quantities; adheres to food safety and sanitation standards.

DIRECTLY RESPONSIBLE TO: Nutrition Services Supervisor I or II

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Reads and adheres to recipes established by the Nutrition Services department.
2. Prepares and serves a wide variety of hot and cold items.
3. Estimates appropriate quantities of items based on historical data, student enrollment, and bell schedules.
4. Ensures that assigned food items are ready in the proper quantity at the right time while adhering to food safety and sanitation standards.
5. Performs recordkeeping tasks in a timely manner; records food and equipment temperature; accurately and legibly completes required documents.
6. Recommends adjustment of menu items based on available inventory.
7. Ensures serving areas are kept stocked, sanitized, and arranged in an orderly manner.
8. Assists with instructing, training, and providing direction to other Nutrition Service Workers and student helpers.
9. Sets up food, beverages, and utensils.
10. Maintains all areas of food services operations in an organized, clean, and sanitary manner, including preparation areas and equipment.
11. Disposes of cafeteria trash and waste.
12. Operates food services equipment and ensures equipment is in good condition; communicates equipment problems to supervisor.
13. Assists in all other aspects of food services operations such as cash handling; point-of-sale system; and the inventory, ordering, receipt, and storage of food supplies
14. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Experience in a food service operation; one year of cooking experience preferred.

Licenses and Certificates:

- Must possess or be able to attain ServSafe certification within 60 days of employment

Knowledge, Skills, and Abilities:

- Knowledge of general food preparation methods
- Knowledge of personal, operational, and food production safety and sanitation regulations, procedures, and practices
- Knowledge of basic kitchen utensils and equipment
- Knowledge of basic safety procedures

- Knowledge of basic math and simple recordkeeping
- Knowledge of good customer service practices
- Knowledge and skill in use of computers and assorted software programs
- Ability to read and follow a standardized recipe
- Ability to understand and follow verbal and written instructions
- Ability to organize work in a timely and efficient manner
- Ability to prepare food that is attractive and appetizing
- Ability to use basic kitchen utensils and equipment
- Ability to handle cash transactions and make correct change
- Ability to maintain food service equipment, facilities, and utensils in a clean and sanitary condition
- Ability to operate a cash register and computerized point-of-sale system
- Ability to work independently and provide direction to others
- Ability to participate in various facets of food service operations
- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Cafeteria/kitchen environment
- Moderate to loud noise
- Fast paced environment
- Continuous contact with students and staff

Typical Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

- Sufficient mobility to move about kitchen, cafeteria, and school site; move, lift, push, and/or carry large or small objects weighing up to 20 pounds in a school cafeteria, food storage area, freezer, or other food service station; lift, carry, and/or push 40 pounds uphill and/or on uneven terrain
- Remain in a stationary position for extended periods of time
- Operate kitchen tools, utensils, and equipment requiring repetitive hand movement and fine coordination
- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, with small groups, and/or on the telephone

Hazards:

- Skin contact with water, detergents, abrasives, cleaning solvents or solutions, and disinfectants
- Exposure to hot or cold objects
- Exposure to hot or cold environments
- Exposure to sharp objects

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 8/9/2017
Adopted: 6/1/1972
Revised: 10/11/1997
Revised: 1/13/2017