Oroville Union High School District
JOB DESCRIPTION

JOB TITLE: COOK/MANAGER I

SALARY LEVEL:	Step 10	DIVISION:	Classified
DEPARTMENT:	Food Services	LOCATION:	School Site
REPORTS TO:	Food Service Director		
APPROVED BY:	Board of Trustees	DATE:	9/18/13

SUMMARY: The Cook/Manager is responsible for the ordering of food and other kitchen materials, for the preparation of school meals, for the serving of food, and the cleanliness and sanitation of the school kitchen.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Including the following. Other duties may be assigned. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principle job elements.

- Operates individual school food service program by preparing, cooking and serving meals for kitchen site as needed.
- Assist with the planning/preparing menu, food and supply requirements in developing standardized recipes to meet current nutritional guidelines that can be prepared efficiently within the financial constraints of the food service budget.
- Order, receive, and assume responsibility for preservation of foodstuffs and supplies for kitchen site.
- Operate all kitchen equipment in a safe manner.
- Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database.
- Operate Point of Sale (POS) and is responsible for accurate meal claim reporting and monitoring of food service expenses for kitchen site.
- Follow the HACCP Food Safety Program maintaining a high standard of sanitation in food preparation and assist in training and monitoring of staff.
- Provide excellent customer service by establishing positive relationships with district personnel, agencies, representative from external organizations, the community, and others; respond to phone calls, e-mails, letters, and other communications; lift light objects.
- Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objective of the district and food service department.
- Hold monthly meetings with food service staff to review working habits, ideas, and safety.
- Assist in training of food service worker and other student workers.
- Report any complaints regarding departmental operations to the Food Service Director.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High School diploma or general education (GED); two years related experience and/or training; or equivalent combination of education and experience.

KNOWLEDGE AND ABILITIES: Help to plan, organize, coordinate, and direct the food production, distribution. Assist in the quality and cost control of the district's food service program. Train, and direct the performance of assigned staff members. Analyze operational problems, and recommend and implement program improvements. Maintain statistical records, and prepare comprehensive statistical reports, analyses, and recommendations. Research, analyze, compile, verify data, and prepare reports. Read, interpret, apply, and explain rules, regulations, policies, and procedures. Maintain confidentiality as appropriate. Understand and follow oral and written directions, procedures, functions, and limitations of assigned duties. Operate a computer and related software to enter data, maintain records, and generate reports. Communicate effectively, and maintain cooperative and effective working relationships with others. Analyze situations accurately, and adopt an effective course of action. Work independently with little direction, and meet schedules and timelines. Compose correspondence and written materials independently. Utilize effective leadership skills that work well within a team setting. Meet district standards of professional conduct as outlined in Board Policy.

CERTIFICATES AND LICENSES, REGISTRAITIONS:
California Driver's license (required by the first day of service).
California DMV printout of the employee's driving record required.
First Aid Certificate and Serve Safe Certificate must be acquired during the employee's probationary period.

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.

While performing the duties of this job, the employee is regularly required to stand, use hands to manipulate or feel objects, tools, or controls; and reach with hands or arms. The employee frequently is required to talk or hear. The employee is occasionally required to walk; stoop, kneel, couch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts about 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions made to enable individuals with disabilities to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to fumes, airborne particles, caustic chemicals and risk of electrical shock. The employee is occasionally exposed to wet/or humid conditions and extreme heat. The noise level in the work environment is usually loud.