**OROVILLE UNION HIGH SCHOOL DISTRICT**
**JOB DESCRIPTION**

**JOB TITLE: COOK/MANAGER II**

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| SALARY LEVEL: | Step 14 | DIVISION: | Classified |
| DEPARTMENT: | Food Services | LOCATION: | School Site |
| REPORTS TO: | Cafeteria Supervisor | | |
| APPROVED BY: | Board of Trustees | DATE: | November 6, 2002 |

**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. The cook/manager II serves as a supervisor at all kitchen sites in the absence of regular supervisor and does related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Including the following. Other duties may be assigned.

- Operates individual school food service program by preparing, cooking and serving meals for all kitchen sites as needed.
- Prepares daily menu, plate count worksheets, monthly inventories, serving schedules, maintains storage, usage and perpetual inventory on commodity foods for state review, and other state reports as required.
- Reconciles and stores all kitchen sites daily worksheets, prepares monthly summary for supervisor.
- Uses/prepares menus in the preparation of large quantities of food with attention to economy and efficiency of the kitchen.
- Orders, receives, and assumes responsibility for preservation of foodstuffs and other supplies for all kitchen sites.
- Operates all kitchen equipment in a safe manner.
- Operates cash register and makes change.
- Trains and supervises food service worker and other student workers.
- Maintains a high standard of sanitation in food preparation. Must have a current Serve Safe Certificate.
- Cooperates and communicates with other school staff, public, parents and students to promote a positive school climate.
- Holds monthly meetings with all cafeteria staff to review working habits and ideas.

**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 degree (GED). Two years cook/manager I or related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to co-workers, students, and other employees of the organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few known variables in routine situations.

**CERTIFICATES AND LICENSES, REGISTRATIONS:**
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, crouch, 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, color 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 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.