

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHILD NUTRITION COOK

BASIC FUNCTION:

Under the direction of the Director-Child Nutrition Services, perform large-quantity cooking in the preparation of foods such as main dishes, vegetables, fruits and salads in a production kitchen environment; prepare meals to be sent to various District sites and maintain related paperwork; maintain kitchen facilities, equipment and utensils in a clean and sanitary condition.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform large-quantity cooking in the preparation of foods such as main dishes, vegetables, fruits and salads in a production kitchen environment; assure related activities comply with established safety and sanitation requirements.

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 time lines.

Maintain a variety of records related to daily food item distribution, inventory, temperature and assigned activities; process and complete food transport sheets as required; receive and prepare paperwork related to individual sites in order to provide appropriate food or supplies.

Maintain kitchen facilities and equipment in a clean and sanitary condition; clean serving counters, tables, ovens, food containers and food service equipment; operate dish washers and wash trays, pots, pans, plates, utensils and other serving equipment as assigned.

Adjust and extend recipes as needed; estimate needed quantities of food and supplies; assemble, mix and prepare a variety of ingredients and supplies; open containers and remove wrappers; assure proper temperature of foods.

Prepare and count food items and utensils for distribution to school sites according to individual school needs as assigned; pack and prepare individual meals; review and verify quantities of outgoing shipments; load hot and cold transport carts with specified food items and supplies for distribution to school sites.

Monitor inventory levels of food items, utensils and supplies; order, receive, store and rotate food items and supplies; conduct meal counts and maintain inventories.

Assist with serving lunch at an assigned District site.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate standard food service equipment such as slicers, ovens, can openers, food carts, mixers, choppers, stoves and warmers; operate office equipment including a fax machine, phone and computer as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Portion control techniques.
Storage and rotation of perishable food.
Proper lifting techniques.
Record-keeping techniques.
Basic math computations.

ABILITY TO:

Perform large-quantity cooking in the preparation of foods such as main dishes, vegetables, fruits and salads 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.
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.
Meet schedules and time lines.
Work independently with little direction.
Maintain various records related to work performed.
Perform basic math computations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of experience in a food service environment.

LICENSES AND OTHER REQUIREMENTS:

Valid ServSafe certification.
Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.
Subject to heat from ovens.
Constant interruptions.

PHYSICAL DEMANDS:

Standing for extended periods of time.
Hearing and speaking to exchange information.
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.
Seeing to monitor food quality and quantity.

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.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017