



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: STUDENT NUTRITION SERVICES ASSISTANT LEAD COOK
REPORTS TO: Director of Nutrition Services **SITE:** All Schools
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 164 Days
SALARY: Range 135– Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: January 26, 2023

JOB SUMMARY:

Under immediate direction of the Student Nutrition Services Lead Cook, preparation and distribution of meals at an assigned kitchen: scratch cook, bake and serve food in a school cafeteria, snack bar or mobile cart; maintain food service facilities, equipment and utensils in a clean and sanitary condition; understands and works effectively with people of differing cultures; and perform related duties as assigned.

CLASS CHARACTERISTICS:

Positions in this class are distinguished from the student nutrition services assistance class by the responsibility for assisting in directing cafeteria operations and staff under the supervision of the student nutrition lead cook. Positions in this class to assist the lead with proper computer documentation, preparation and cooking of food, and the sanitary condition of the cafeteria. Position incumbents have advanced level knowledge of food services operations and are required to make decisions that have significant impact on the quality of cafeteria services. Positions in this class assist in overseeing numerous activities performed by cafeteria staff and will cover for the Lead cook in their absence.

ESSENTIAL FUNCTIONS:

1. Prepare vegetables, fruit, meat and other foods for cooking; and prepare salads, sandwiches, desserts, and beverages; and assist in preparing sack lunches.
2. Assist in ordering all food and supplies from the district approved vendors and district approved product order guides, complying with all required timelines, in quantities that meet site par levels for all product,
3. Assist in preparation of a variety of quality meals, including ethnic options, plant based options and side dishes. Side dishes includes grains, vegetables and fruits.
4. Cook and prepare a variety of scratch cooked foods and baking items specified foods according to a planned menu and following federal and state regulations.
5. Check recipes to estimate quantities of ingredients, and ensure ovens and refrigerators are set at correct temperatures.
6. Ensure all meal components prepared offered must meet reimbursable meal patterns, in compliance with USDA and CDE regulations.
7. Heat, portion and serve food to students and staff according to established procedures; set up steam tables and apportion and arrange food for serving; serve lunches and snacks for students and faculty; and assure proper temperature of foods.
8. Maintain food service facilities, equipment and utensils in a clean and sanitary condition; and operate dishwashers and wash trays, pots, pans, plates, utensils and other serving equipment.
9. Assist in the daily computer entry of the following: daily collection, counting and recording of money, and preparing of the meal and cash reports; and daily production sheets and posting of daily menu options for students.
10. Assist in taking site inventory of all food and supplies as instructed by the Nutrition Services Department.
11. Receive & store inventory (including freezer temperature areas) and stack supplies.
12. Operate standard food service equipment such as slickers, ovens can openers, utensils and warmers; and assist in the process of packaging food items as assigned by the position.
13. Operate a calculator, money counter and computerized cash register in performing cashier duties as assigned; and count money and make correct change.

14. Serve food in a food distribution line.
15. Count and stock food on lunch carts and maintain records of items received and sold.
16. May operate a hand operated snack and/or ala carte service cart. Arrange and sell food items, accounts for cash, student meal cards, and meal counts.
17. Fill and wipe off condiment containers. Restock napkin and eating utensil dispensers.
18. Wash, sanitize and clean kitchen equipment, surfaces, and serving areas.
19. Oversee temporary personnel or student helpers under supervision of department administrator.
20. Assist with other student nutrition duties including deliveries, organization of warehouse area, and or assistance at other sites (for summer school program on variable basis only).
21. Performs related duties as assigned.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

QUALIFICATIONS:

Education/Experience:

- High school diploma or equivalent (GED).
- One (1) year of experience performing work involving food preparation using standard kitchen tools and equipment, serving food in large quantities, and handling money is preferred.

KNOWLEDGE OF:

- Practices, procedures, methods of organizing and techniques involved in quantity of food preparation, serving, and storage including washing, cutting and assembling food items and ingredients.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting and moving materials techniques.
- Standard kitchen equipment, utensils and measurement.
- Sanitation and safety practices related to preparing, handling and serving food, and clean up.
- Portion control techniques.
- Skills to compute weights, measures, counts, portions, and cashiering.
- Basic inventory practices and procedures.
- Record-keeping techniques.
- Food Safety Certification is desirable.
- Computer skills including Microsoft office, e-mail, and basic data entry.
- Assist with menu planning and daily posting through use of technology.

ABILITY TO:

- Understand and follow oral and written directions.
- Make basic arithmetical calculations needed to measure quantities.
- Operate food preparation appliances found in school cafeterias.
- Safely and effectively operate food preparation and serving utensils.
- Adhere to food safety monitoring procedures.
- Count change and maintain basic records.
- Direct the work of other cafeteria workers in a lead capacity.
- Maintain harmonious working relations with school officials, school employees, and students.
- Work with a point of sale system.
- Work cooperatively with others in all services areas of the Student Nutrition Department (Cafeteria, Snack bar, and Food services carts.)
- Prepare and serve hot and cold menu items to students and staff at an assigned school site.
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition.
- Operate a cash register and make change accurately.

- Learn to operate a computer.
- Operate standard kitchen equipment safely and efficiently.
- Communicate effectively both orally and in writing and through technology with students, staff, and administration.
- Maintain various records related to work performed.
- Read and interpret records to determine proper food quantity specifications.
- Count change and maintain basic records; add, subtract, multiply and divide with speed and accuracy.
- Handle hot material and work in an environment dominated by wide temperature extremes.
- Meet schedules and time lines.
- Observe health, sanitation, and safety requirements.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.
- Meet and Understand State of California Universal Mandated Meals Program, Ed Code Section 49501.5.

WORKING CONDITIONS

ENVIRONMENT:

- Food service environment.
- Work is performed in a high school cafeteria environment; subject to heat from ovens, lifting, pulling, pushing and standing for long periods of time.

PHYSICAL DEMANDS:

- Stamina sufficient to stand for extended periods of time.
- Dexterity of hands and fingers sufficient to handle cooking tools and to operate food service equipment.
- Speech and hearing sufficient to receive instructions and relay information.
- Physical strength sufficient to push, carry, and lift large and heavy (35 lbs.) boxes, sacks of food, pots, and kettles.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Vision sufficient to evaluate status of food in preparation, read preparation requirements, read temperature gauges and dials.
- Work in cold and freezer temperature areas.
- Operate a food services cart.

HAZARDS:

- Heat from ovens.
- Exposure to very hot foods, equipment and metal objects.

LICENSES AND OTHER REQUIREMENTS:

- Must obtain a Serve-Safe certificate from the Department of Environmental Health within 6 months of employment and must re-certify within 6 months of expiration of certificate.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by qualified incumbents of the position. Incumbents may be required to perform job related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.