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## Job Description

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<b>POSITION TITLE:</b>	<b>Lead Utility Cook</b> <b>Sky Mountain Outdoor Education Center</b> <b>STEM/Educational Services</b>	<b>#2467</b>
<b>SALARY PLACEMENT:</b>	<b>Classified Salary Schedule</b> <b>Range 35</b>	

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### **SUMMARY OF POSITION:**

Under the general direction of the site supervisor, the purpose of this position is to oversee the food service, kitchen utility and in some cases custodial staff in a wide range of food service-related activities. Positions at this level are required to perform a variety of tasks relative to the operation of Sky Mountain Education Center kitchen and special event catering. Lead Utility Cook monitors kitchen staff for efficient work standards in addition to regularly assigned duties. May perform custodial duties as needed. Maintains the kitchen in a clean and sanitary fashion. Routine work is performed in accordance with established and well-known policies, practices, and procedures. Does related work as required. At times job may require spending the night at camp during inclement weather.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Equivalent of the completion of the twelfth grade. Possession of a valid Class C California driver's license and maintain a good driving record. Possession of ServSafe Certification. Basic knowledge of institutional quality food preparation, methods, procedure and service, weights and measures, kitchen safety and sanitation.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Two years of experience in food preparation. College level classes in Menu Design and Safety, Sanitation and Equipment. Experience working in an outdoor, parks and recreation setting. Prior custodial experience.

### **CREDENTIALS AND/OR SKILLS AND ABILITIES:**

#### *Knowledge of:*

- institutional quality food preparation, methods, procedure and service, weights and measures, kitchen safety and sanitation

#### *Ability to:*

- perform all the essential duties of the position under only general guidance
- understand and follow Food Service policies, procedures, rules, and regulations
- perform duties with a focus on safety and sanitation
- learn operation of commercial kitchen equipment, to reconcile daily money transactions and keep records
- be flexible and receptive to change

#### *Possess:*

- an acceptable driving record pursuant to SJCOE policy; and proof of liability insurance coverage in the minimum amount required by SJCOE policy; and must be insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Plan, prioritize and assign work to staff.
2. Participate in the selection of kitchen staff. Provide and coordinate training. Work with employees to correct deficiencies and implements discipline procedures.
3. Complete annual performance evaluations for kitchen staff.
4. Prepare and maintain various records and reports on operations and activities including inventory, personnel, sales, meals served, monies collected, requisitions, daily reports, work schedules and production sheets.
5. Recommend and assist in the implementation of departmental goals and objectives, implement policies and procedures.
6. Participate in the preparation and administration of assigned budget. Monitor expenditures and make budget recommendations.
7. Monitor the preparation, serving and storage of food to ensure compliance with district and sanitation requirements.
8. Monitor the serving of breakfast, lunch and dinner to all attendees and guests. Participate in the preparation of main dishes, baked goods, and other food items.
9. Assure cleanliness and maintenance of equipment and supplies.
10. Assist in the testing and selection of new food service and sanitation equipment.
11. Responsible for upkeep of the kitchen/dining facility including: kitchen storage, dining and restroom facilities.
12. Inventory and order food items and supplies.
13. Perform a variety of duties as needed to assure timely preparation and service. Operate a variety of kitchen/cafeteria equipment and machines, including slicers, chopper, steamer, mixer, ovens and dishwashers.
14. Follow established menus when possible and revise menus as needed.
15. Responsible for communicating with school nurses and/or parents to ensure student allergies and special meals are being documented and the appropriate meals are being served.
16. Research, design, and work with kitchen staff to prepare special meals and prevent cross contamination.
17. Count money and complete daily reports.
18. Responsible for the student store.
19. Audit to ensure correct meal and attendance counts.
20. Serve as a helper to maintenance and custodial staff.
21. Drive a camp van/bus over designated routes to transport students and guests on various trips.
22. Perform related duties and responsibilities as required.

**PHYSICAL REQUIREMENTS:**

1. Normal manual dexterity and eye-hand coordination required to operate power and motorized equipment using both hands.
2. Physical agility to frequently stop, kneel, bend, crouch, reach overhead, grasp, pull, lift, and move objects up to 50 pounds shoulder height and occasionally lift in excess of 50 pounds with assistance.
3. Demonstrate normal depth perception.
4. Stand and walk for extended periods.
5. See and read printed matter, with or without visual aids, distinguish colors, read, and understand rules and policies, labels, and instructions.
6. Verbal communication including the ability to speak and hear at normal room levels.
7. Ability to use telephones, office equipment and computer.

**WORK ENVIRONMENT:**

Employees in this position will be required to work mainly outdoors in an educational and standard environment located in the Sierra Nevada mountains. Work may involve exposure to cleaning chemicals and fumes and around a variety of power tools and equipment. Supervisor checks progress of work and provides instruction on accomplishing work involving unusual products or the use of unfamiliar equipment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

