

JOB DESCRIPTION
San Diego County Office of Education

COOK

Purpose Statement

Under general supervision, prepares, cooks and serves a variety of food in large quantities at an outdoor education school facility.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Essential Functions

- Prepares main dishes, salads, soups, vegetables and desserts.
- Converts and adjusts recipes to prepare desired quantities.
- Weighs and measures ingredients accurately to ensure quantity and quality standards.
- Operates standard kitchen equipment including large electric floor mixers, slicers, stoves, ovens and dishwashers.
- Cuts vegetables and desserts.
- Cuts meats.
- Loads and prepares food carts for delivery.
- Interprets and follows diet menus.
- Prepares special diet foods.
- Maintains pantry.
- Helps estimate, requisition and store needed food and supplies.
- May lead and train Food Service Workers and temporary staff.
- Serves and portions food.
- Prepares and packages food for cook-outs.
- Ensures that kitchen and dining areas are kept clean and orderly.
- Cleans utensils, equipment and kitchen items.
- Prepares meals independently on occasion.

Other Functions

Performs other related duties as assigned.

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE OF:

Use and care of cooking equipment and utensils;

Proper methods of preparing, cooking, baking and serving food in large quantities;

Safety and sanitation practices related to the preparation and serving of food;

Standard liquid and dry measurements.

ABILITY TO:

Cook and bake a wide variety of food in large quantities;

Operate commercial kitchen equipment and appliances;

Read, understand and follow recipe instructions, and convert ingredients to yield desired quantities;

Communicate effectively with children and adults;

Establish rapport with children and adults;

Work with and train others;

Follow oral and written instructions.

Working Environment

Kitchen setting. Assignment requires working some evenings and weekends.

Physical ability to: kneel, bend, twist, squat, stretch; climb ladders; lift and move kitchen equipment and supplies weighing up to 50 pounds; stand for extended periods of time; keep hands in hot, soapy water for extended periods of time; push, pull, load and unload food carts. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Experience: One (1) year of experience cooking, preparing, and serving large quantities of food in an institutional kitchen.

Education: High school diploma or equivalent document.

Equivalency: A combination of education and experience equivalent to a high school diploma or equivalent document and one (1) year of experience cooking, preparing and serving large quantities of food in an institutional kitchen.

Required Testing

N/A

Certificates

Must be able to obtain a Food Service Handler Certification within six (6) months of appointment.

Continuing Educ./Training

Maintains Certificates and/or Licenses, if applicable

Clearances

Criminal Justice Fingerprint/Background
Clearance

Drug Test and TB Clearance

FLSA State: Non-exempt

Salary Range: Classified Support Grade 038

Personnel Commission Approved: September 12, 1986

Revised: 05/1998; 05/1999; 07/2009