**Western Placer Unified School District**

POSITION DESCRIPTION

Position Title: **FOOD SERVICE COOK/BAKER**
Department: Food Services
Reports To: Food Service Director

**SUMMARY:**
Assists in the preparation of food items; performs cooking and baking tasks; assists in the more technical or responsible areas of food service operations and preparations; maintains food service equipment and facilities in a safe, clean, and sanitary condition; and to do related work as required. May participate in meal service. Employees in this classification function with a reasonable degree of independence.

**ESSENTIAL DUTIES AND RESPONSIBILITIES: (The following information is descriptive and is not restrictive as to duties required.)**

- Assists with the cooking & preparation of a variety of Food Services program meals as assigned including main dishes, sauces, soups, meats, vegetables, fruits, and breakfast items, in accordance with established recipes, menus, and government and nutrition guidelines.
- Assists with the baking of food items as assigned.
- Ensures that food items are properly stored, cooked, shipped, and served in a safe, sanitary, and timely manner.
- Interacts with others (students, team members, staff, parents) in a kind and professional manner.
- Assists with the preparation of meals, with the possibility of up to 90% of meals prepared from scratch.
- Accurately follows recipes, menus, and product guides in the preparation of food.
- Follows through on tasks assigned by the Food Service Director & Site lead. Partners with other Food Services team members to complete tasks.
- Supports site lead in maintaining and preparing records and reports as required for Food Services department programs.
- Performs and maintains cleaning tasks including but not limited to dishes, mopping, and sweeping; keeps work areas and serving counters in a clean, neat, orderly, and sanitary condition.
- Cleans and operates a variety of food service equipment, including but not limited to, point of sale systems, cash registers, warmers, stoves, ovens, slicers, steamers, mixers, district vehicles, and food carts.
- Assists other Food Services employees and/or works with student helpers to ensure that food is prepared and served on time and in a safe and sanitary manner.
- May set-up cash box for snack bar and areas, counts and receives money, makes changes, and maintains accurate records of money collected.
- Maintains work areas and serving counters in a clean, neat, orderly and sanitary condition, including cleaning countertops.
- Assists with the inventory of stored, refrigerated, and frozen food.
- Assists in completing orders, receiving items and storing deliveries.
- Packages and stores leftovers.
- Assists in the preparation of food for workshops, trainings, and special functions.
- Acts for the Site Kitchen Lead in his/her absence.

**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, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:**
High school diploma or general education degree (GED). Minimum 1 year of recent experience (within the last 5 years) in Food Services or institutional food management with large-scale cooking and food preparation/serving is required.

**LANGUAGE SKILLS:**
Ability to read, analyze, and interpret technical procedures or governmental regulations. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and/or small group settings to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS:**
Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**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 concrete variables in standardized situations.

**CERTIFICATES, LICENSES, AND REGISTRATIONS:**
Valid California Driver's License. ServSafe Manager Certificate required - Current Valid Certificate or be able to attain within 90 days of hire date.

**OTHER SKILLS and ABILITIES:**
Knowledge of basic procedures, methods, and equipment used in the storing, preparation, and cooking of large quantities of food for institutional Food Services operations. Ability to assist with the cooking and baking of a variety of foods in large quantities, within established time constraints. Knowledge of standard operation principles and equipment, machines, and utensils used in large quantity food preparation operations. Ability to understand and follow oral and written instructions. Knowledge of safe and sanitary work practices associated with food preparation and serving. Ability to safely use and operate food service appliances and equipment. Ability to accurately perform mathematical calculations and to maintain accurate records. Ability to prepare, serve, and package food items as assigned. Ability to maintain cooperative working relationships. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

**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 frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a cash register.

The employee must frequently lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision and color vision.

**WORK ENVIRONMENT:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works in temperatures above 100 and below 40 degrees and will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with the public and other workers. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job.

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