

Work days/month: 210 days/10 months

Salary: Range 23 (<https://www.sesd.org/Page/719>)

Basic Functions:

- Under the direction of an assigned supervisor, prepares a variety of hot and cold foods in quantity using scratch cooking and other food production techniques; serves food to students and staff at the assigned school site; assists in maintaining food service facilities in a clean and sanitary condition.

Essential Duties & Responsibilities:

- Participate in the preparation, cooking, baking, and service of food at an assigned school site; prepare breads, salads, dressings, vegetables and assemble various ingredients as assigned; wrap and reheat food items according to established procedures.
- Prepare food service facilities, snack bars, and carts for the serving of food; assure that serving lines and carts are properly stocked with adequate food, beverages, and supplies.
- Heat, portion and serve food to students and staff according to established procedures; wash, cut, slice, grate, mix, and assemble food items and ingredients.
- Maintain work areas and serving areas in a clean, sanitary, and safe condition; clean preparation surfaces and food service appliances.
- Operate dishwashers and wash trays, plates, utensils, and other serving equipment.
- Stock condiments, food items, and paper goods; maintain a variety of records related to inventory including daily beginning and ending snack bar inventory and weekly inventory.
- Enter data regarding student lists and update computer applications with current student info.
- Ensure students are receiving a reimbursable meal by following established counting procedures.
- Temporarily fill in at another school site kitchen when needed.
- Operate an electric slicer, mixer, ovens, stove, and other kitchen equipment. May assist in the preparation of the dinner program.
- Perform related duties as assigned.

Knowledge:

- Standard kitchen utensils and equipment.
- Sanitation practices related to the handling and serving of food.
- Basic math.
- Basic record-keeping techniques.
- Proper lifting techniques.

Abilities:

- Assist in the preparation, cooking, baking, and service of foods at an assigned school site.
- Wash, cut, slice, grate, mix, and assemble food items and ingredients.
- Maintain work areas, serving areas, and equipment in a clean, sanitary, and safe condition.
- Perform duties in a safe and sanitary manner.
- Establish and maintain effective and cooperative working relationships with others.
- Understand and follow verbal and written directions.
- Operate a variety of standard kitchen utensils and equipment, may need to hand wash as needed.
- Maintain routine records.
- Ability to work under pressure, be able to adapt to changing situations, and multitask.
- Requires sufficient human relations skill to exhibit positive customer service and work as a productive member of a team.
- Exhibit positive interpersonal skills that result in excellent customer service and positive working relationships with others.

Education and Experience:

- Graduation from high school or equivalent and 6 months of experience in the preparation and serving of food in large quantities preferred.

Required Licenses & Certificates:

- Valid Safety and Sanitation Certificate
- Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation

Working Conditions:**1. Environment:**

- Indoor and outdoor environment.
- Subject to heat from ovens.
- Subject to cold from walk-in freezer and refrigerator.

2. Physical Requirements:

- Standing for extended periods of time.
- Lifting, carrying, pushing, or pulling moderately heavy food trays, carts, materials, and supplies, up to 25 pounds.
- Dexterity of hands and fingers to operate food service equipment.
- Reaching overhead, above the shoulders, and horizontally.
- Bending at the waist, kneeling, or crouching.
- Hearing and speaking to exchange information.
- Visual acuity to monitor food quality and quantity.
- Understand and follow verbal and written directions.
- Receiving inventory, and unboxing & batching in safe allotments that do not exceed the 25-pound lift limit.

3. Hazards:

- Heat from ovens.
- Cold from walk-in freezer and refrigerator.
- Exposure to very hot foods, equipment, and metal objects.
- Working around knives, slicers, or other sharp objects.
- Exposure to cleaning chemicals and fumes.

Terms Of Employment:

- Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).

Evaluation:

- The performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).