

Work days/month: 210 days/10 months

Salary: Range 25 (<https://www.sesd.org/Page/719>)

Basic Functions:

- Under the direction of an assigned supervisor perform routine food service activities such as preparing a variety of hot and cold foods in quantity using scratch cooking and other food production techniques; serving food to students and staff; assist with requisitioning, receiving, and storing of food and supplies; maintain food service areas and kitchen in a clean and sanitary condition; and serve as a Food Services Lead when assigned.

Essential Duties & Responsibilities:

- Prepare, cook, bake, and serve food, prepare sandwiches, salads, wash, cut, grate, and mix and put food items together; heat and serve food to students and staff according to set procedures for quality and quantity of food served.
- Check for the correct cooking and holding temperatures for all foods served and record in HACCP (Hazard Analysis Critical Control Point) log.
- Maintain work areas and serving areas in a clean, sanitary, and safe condition; assure compliance with kitchen sanitation and safety procedures and regulations; clean preparation surfaces and food service appliances.
- Ensure students are receiving a reimbursable meal by following established counting procedures.
- Perform required inventories, estimate food and supplies needed, requisition, receive, and store food and supplies according to set procedures.
- Count and record the amount of food served and leftovers, check expiration dates for milk and discard containers as needed, and maintain all records according to set procedures.
- Operate dishwasher, wash trays, and other serving dishes, and operate ovens, stoves, and other kitchen equipment. Clean kitchen equipment according to set procedures and operate a touch screen computer.
- Train and provide work direction and guidance to assigned staff and student assistants; assign and monitor the behavior of students using the kitchen; and serve as a lead over assigned service staff.
- Temporarily fill in at another school site kitchen when needed.
- May assist in the preparation of the dinner program.
- Perform related duties as assigned.

Knowledge:

- Methods of preparing and serving foods in large quantities.
- Food handling policies, procedures, and regulations.
- Standard kitchen utensils and equipment.
- Sanitation practices related to handling and serving of food.
- Proper lifting techniques.
- Basic math and cash register skills.
- Maintains daily site records

Abilities:

- Help in the preparation, cooking, baking, and service of food at the school site.
- Wash, cut, slice, grate, mix, and put together food items.
- Follow, adjust, and extend recipes.
- Help with requisitioning, receiving, and storing of food and supplies.
- Keep work areas, serving areas, and equipment in a clean, sanitary, and safe condition.
- Perform duties in a safe and sanitary manner.
- Operate a variety of standard kitchen utensils and equipment.
- Keep correct records.
- Understand and follow verbal and written directions in English.
- Requires sufficient human relations skills 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 two years of experience in the preparation and serving of food in large quantities.

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.

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).