

**Work days/month:** 211 days/10 months

**Salary:** Range 29 (<https://www.sesd.org/Page/719>)

**Basic Functions:**

- Under the direction of an assigned supervisor, plan, organize and participate in the food service operation at an assigned school site; prepare, cook, bake, package and serve a variety of foods in quantity at an assigned District site; plan meal menus; provide feedback regarding Food Service Program; maintain facilities in a clean and sanitary condition; train and provide work direction to assigned staff.

**Essential Duties & Responsibilities:**

- Give detail directions to employees, help with preparation of food for catering events, plan, organize and participating in the preparation and cooking of main dishes, meats, pasta, vegetables and others; prepare salads, sandwiches, fruit, soups, gravies, sauces and other foods; mix, slice, grate and chop food items; prepare daily production sheets.
- Determine appropriate quantity of food items for cooking and baking; adjust and extend recipes as needed; maintain food quality standards including appearance, and nutritional requirements; make recommendations regarding new menu items or variations on current recipes; plan meal menus.
- Organize and set up serving areas and snack bars; serve food according to established guidelines; monitor temperatures of food to assure safety and quality standards are met.
- Operate dishwashers and wash trays, plates, utensils and other serving equipment; clean and store food service equipment and utensils.
- Maintain knowledge of sanitation and safety practices related to handling, cooking, baking and serving food.
- 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.
- Operate an electric slicer, mixer, oven, stove, warmer, steamer and other kitchen equipment.
- Perform required inventories and maintain routine records as directed; prepare records of foods cooked and foods left over; prepare a variety of reports as directed.
- Estimate food and supplies needed for operation; requisition, receive and store food and supplies; stock food supplies according to established procedures; maintain related records.
- Oversee and participate in packaging and storing unused food and supplies; dispose of unusable leftovers and food due to recall; utilize proper methods of handling foods to be stored.
- Attends student nutrition meetings, courses, classes, workshops and training sessions as required.
- Train and provide work direction and guidance to assigned staff and student assistants; assign and review work of staff and student assistants; participate in the selection of new employees as requested.
- Oversee and participate in the set-up, counting, stocking and serving of milk; clean milk case; check expiration dates and discard containers as needed.
- Oversee and participate in receiving, stocking, and inspecting delivered food.
- Ensure students are receiving a reimbursable meal by following established counting procedures, including auditing student meal records on a daily basis.
- Monitor the behavior of students utilizing the kitchen areas.
- Temporarily fill-in at another school site kitchen when needed.
- Prepare food for a variety of special events as assigned.
- May assist in the preparation of the dinner program.
- Perform related duties as assigned.

**Knowledge:**

- Principles and methods of quantity food service preparation, serving and storage.
- Sanitation and safety practices related to handling, cooking, baking and serving food.
- Methods of adjusting and extending recipes and proper substitutions.
- Proper methods of storing equipment, materials and supplies.
- Federal Free and Reduced Lunch Program.
- Standard kitchen equipment, utensils and measurements.

- Health and safety regulations; including food temperatures, time/temp control, proper storage and preparation of foods.
- Basic record-keeping techniques.
- Use of computer program to record sales.
- Basic math and cashiering skills.
- Awareness of common food allergies and safety practices.
- Principles and practices of providing work direction and guidance to others.
- Proper lifting techniques.

**Abilities:**

- Prepare, cook, bake and serve a variety of foods in quantity at assigned school site(s).
- Prepare and serve food in accordance with health and sanitation regulations.
- Prepare appetizing and nutritious meals for students and staff.
- Wash, cut, slice, grate, mix and assemble food items and ingredients.
- Follow, adjust and extend recipes.
- Maintain work areas, serving areas and equipment in a clean, sanitary and safe condition.
- Operate and maintain food service machines and equipment.
- Train and provide work direction and guidance to others.
- Understand and follow oral and written directions.
- Maintain a variety of records related to assigned activities.
- Meet schedules and time lines.
- Interpret, apply and explain policies, procedures, rules and regulations related to assigned activities.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Observe and follow health and safety regulations.
- Communicate effectively both verbally and written.
- Perform routine cashiering duties.
- Assign and review work.
- Understand and follow verbal and written directions.

**Education and Experience:**

- Graduation from high school or equivalent and three years of experience in the preparation and serving of food in large quantities.

**Licenses and other requirements:**

- Valid Safety and Sanitation Certificate.

**Working Conditions:**

**1. Environment:**

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

**2. Physical Demands:**

- 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.
- Seeing 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.
- Exposure to slippery wet/floors.

**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:**

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