

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Cook III

**Classification:** Classified

**Reports to:** Site Administrator

**FLSA:** Non-Exempt

**Range:** Classified Salary Schedule

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### **EDUCATION AND EXPERIENCE**

Experience:

Two years paid experience in large quantity food preparation and food service facility maintenance.

Education:

High school diploma or equivalent.

Certificate/License Requirement:

Possession of valid Class C, California Motor Vehicle Operators License.  
Certified Professional Food Manager Certificate

Condition of Employment:

Insurability by the District Liability insurance carrier.

### **SUMMARY**

Under general supervision and directly responsible to Cafeteria Supervisor will prepare, cook and/or bake and help serve breakfast and/or lunches and do related work as required by the Cafeteria Supervisor and District Food Service Manager—Operations.

### **SPECIFIC RESPONSIBILITIES**

1. Working from an established menu, using standard recipes and food production worksheets, prepares, cooks or bakes main dish items.
2. May assist duties, supervise Cook II, and Cook I.
3. Promotes team effort.
4. Assists in areas where help is needed such as setting counters and serving lines, and serving food.
5. Does tray and/or plate counts.
6. Cleans equipment, cooking, and serving utensils.
7. Receives and properly stores food and supplies.
8. Assists in school functions when requested.
9. May transport food to satellite facilities.
10. Maintains the kitchen, serving and dining areas in a neat, clean, safe and sanitary condition.
11. In absence of Cafeteria Supervisor may assume full responsibilities of that position.
12. Assures that all work is completed and facilities are secured at the end of the workday.
13. Performs other related duties as assigned.

### **SPECIFIC QUALIFICATIONS**

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment and ability to work cooperatively with others.

8.9.19 (RR)

Knowledge of:

- Proper methods of preparing and serving foods in large quantities, use of standard recipes, storing of food and supplies.
- Food service, food sanitation laws and safety practices.
- Safe operation, cleaning and care of food service equipment and utensils.
- Federal and state school breakfast and lunch nutritional requirements.

Ability to:

- Understand and carry out oral and written directions.
- Prepare, cook, serve and transport food in large quantities.
- Operate, clean and assemble food service equipment.
- Establish and maintain good working relations with those contacted in the course of work.

**PHYSICAL DEMANDS SUMMARY:** Requires the ability to walk, stand, and bend frequently. Requires physical ability to squat, climb, and kneel occasionally. Requires the ability to use right and left hand and right and left arm frequently. Requires the ability to grasp with both hands frequently. Requires the ability to occasionally reach above the shoulders with both hands occasionally. Requires the ability to frequently lift and carry 24 - 40 pounds, such as either a pan of baked beans or case of food; ability to constantly push 85 pounds, and pull 100 pounds, such as a loaded flatbed cart.