

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Cook II

**Classification:** Classified

**Reports to:** Site Administrator

**FLSA:** Non-Exempt

**Range:** Classified Salary Schedule

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### **EDUCATION AND EXPERIENCE**

Experience:

One year 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 or Cook III will assist in preparing food for cooking and/or baking and serving of breakfast and lunches, and do related work as required by the Supervisor and District Food Services Manager--Operations.

### **SPECIFIC RESPONSIBILITIES**

1. Working from an established menu, using standard recipes and food production worksheet, assists Supervisor, Cook III and Cook II in the preparation and cooking of food items for serving and transporting to satellite facilities.
2. Assist in any area required such as setting tables and counters, serving line for serving food.
3. Runs dishwasher.
4. Washes cooking and serving equipment and utensils.
5. Stores food and supplies.
6. Assists with school functions when requested.
7. Transports food to satellite facilities.
8. Maintains the kitchen, serving and dining areas in a neat, clean, safe and sanitary condition.
9. In absence of Cook III may assume responsibilities of that position as directed by the District Food Services Manager--Operations
10. Completes duties and assignments by end of workday.
11. Performs other related duties as assigned.

Under general supervision and directly responsible to the Food Services Manager, will sell lunch tickets, complete daily cash receipts and participation report, prepares bank deposit and does related work as required by the Food Services Manager.

1. Sells lunch tickets daily to students.
2. Completes and reconciles daily cash receipts and participation report.
3. Prepares free and reduced lunch tickets for distribution.
4. Verifies qualifications are current for free and reduced lunch tickets.
5. Prepares monies for deposit.
6. Performs other duties as may be 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.

Knowledge of:

- Proper methods for preparing and serving foods in large quantities,
- use of standard recipes,
- storing of food and supplies.
- Food Sanitation laws and safety practices.
- Safe operation, cleaning and care of food service equipment and utensils.
- Basic arithmetical calculations and measurements.

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 relationships 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 to 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.