

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Cook I

**Classification:** Classified

**Reports to:** Site Administrator

**FLSA:** Non-Exempt

**Range:** Classified Salary Schedule

---

### **EDUCATION AND EXPERIENCE**

Education:

High school diploma or equivalent

Certificate/License Requirement:

Possession of valid Class C, California Motor Vehicle Operators License.

Condition of Employment:

Insurability by the District Liability insurance carrier.

### **SUMMARY**

Under general supervision and directly responsible to Cafeteria Supervisor, Cook III or Cook II will assist in preparing food for cooking and/or baking, serving of breakfast and lunches, or will sell meal items, complete daily cash receipts and participation report, prepares bank deposit and does related work as required by the Food Service Manager.

### **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. Assists in any area required.
3. Cleans and prepares fruits and vegetables.
4. Serves breakfast and/or lunch items.
5. Operate and clean equipment--slicing machines, ovens, stoves and dishwasher.
6. Assists in serving line.
7. Cleans counters, washes pots and pans, eating and cooking utensils.
8. Stores foods and supplies.
9. Assists with school functions when requested.
10. Completes duties and assignments by end of workday.
11. Fills food and beverage dispensing machines.
12. Maintains the kitchen, serving and dining areas in a neat, clean, safe and sanitary condition.
13. Maintains student and adult meal accounts using a computerized meal accounting program.
14. Completes and reconciles daily cash receipts and participation report.
15. Sells meals and /or ala carte items and is responsible for reconciling cash transactions and food sold
16. Accepts payments on accounts and prepares monies for deposit.
17. Performs other duties as may be assigned.

### **SPECIFIC QUALIFICATIONS**

8.19.19 (RR)

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

Knowledge of:

- Basic methods of packaging, storing, preparing and serving of foods.
- Basic clerical procedures.

Ability to:

- Understand and carry out oral and written directions;
- learn the operation and cleaning of food service equipment;
- collect money and make change accurately;
- and work quickly and efficiently.
- Establish and maintain cooperative 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 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.