

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Cook Supervisor

Reports to: Department Administrator

Classification: Classified Supervisory

FLSA: Exempt

Range: Classified Supervisory Salary
Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to:

graduation from high school; supplemented by course work in meal planning, nutrition and sanitation.

Five years commensurate experience in quantity food cooking, baking, preparation, and service facility maintenance.

Licenses and other Requirements:

-Valid California driver's license.

-Valid ServSafe / Professional Food Manager Certification required.

-Insurability by the District Liability insurance carrier.

SUMMARY

Under the direction of Director-Food Service, plan, organize, coordinate, supervise and participate in the nutrition service operations and activities at an assigned school or program; train and evaluate the performance of assigned personnel.

SPECIFIC RESPONSIBILITIES

1. Plan, organize, coordinate, schedule and participate in the nutrition service operations and activities at an assigned cooking kitchen; analyze operations and recommend improvements; plan work schedules.
2. Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; review and monitor employee time sheets.
3. Inspect and review the food preparation and serving areas to assure that appropriate health and safety standards are maintained; oversee cleaning of facilities.
4. Lead and participate in food preparation and packaging for transport.
5. Estimate and order appropriate quantities of foods, supplies, and materials; conduct periodic inventories; prepare daily sales report and transport records.
6. Oversee the timely preparation, packaging, transport, set up, and school site distribution of food service items.
7. Supervise and participate in the counting of daily cash receipts; prepare manual or automated reports on daily cash receipts, sales, orders, and menu analysis.
8. Prepare and maintain a variety of reports, records, and files related to assigned activities and personnel.

This position is exempt from overtime provisions of the Education Code. (See Sections 45128 and 45130.)

9. Communicate with administrators, personnel and outside organizations to coordinate activities, resolves issues, and conflicts and exchange information.
10. Plan, order and supervise preparation of food items for special events; confer with responsible parties regarding appropriate food items and menus.
11. Perform related duties as assigned.
12. Attend a variety of meetings as assigned.
13. Perform related duties as assigned.

SPECIFIC QUALIFICATIONS

Knowledge of:

- 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 preparing, transporting, and serving food in large quantities.
- Methods of adjusting and extending recipes and proper substitutions.
- Principles and practices of supervision and training.
- Proper methods of storing equipment, materials, and supplies.
- Standard kitchen equipment, utensils, and measurements.
- Health and safety regulations.
- Record keeping and report preparation techniques.
- Basic math and cashiering skills.
- Inventory techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Plan, organize, schedule, and participate in the nutrition service operations and activities at an assigned secondary school or program.
- Prepare and serve food in accordance with health and sanitation regulations.
- Train, supervise, and evaluate personnel.
- Operate and maintain nutrition service machines and equipment.
- Prepare attractive, appetizing, and nutritious meals for students and staff.
- Follow, adjust, and extend recipes.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Prepare a variety of records and reports 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.
- Perform cashiering duties and make change accurately.
- Lift objects weighing up to 35 (thirty-five) pounds.

This position is exempt from overtime provisions of the Education Code. (See Sections 45128 and 45130.)

PHYSICAL ABILITIES

Indoor environment.

Subject to heat from ovens.

Driving a vehicle to conduct work.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing, or pulling moderately heavy food trays, carts, materials, and supplies.

Dexterity of hands and fingers to operate nutrition service equipment.

Reaching overhead, above shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Hearing and speaking to exchange information.

Seeing to read a variety of materials and monitor food quality and quantity.

Heat from ovens.

Exposure to very hot foods, equipment, and metal objects.

Working around knives, slicers or other sharp objects.

This position is exempt from overtime provisions of the Education Code. (See Sections 45128 and 45130.)