

Job Title:

Bellevue Union School District

PositionTitle:	School Cook	Department:	
FSLA Classification:	Non-Exempt	Bargaining Unit: CSEA	Classification: Classified

Salary Grade:	Classified Salary Schedule Range _____	Work Calendar	
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Reports to:		Board Approval Date:	
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General Definition

The School Cook is responsible for the overall management of the school site kitchen. Prepares and assists in the preparation, cooking and serving of a variety of foods in the school food service program. Plans, organizes and directs workers in the school site kitchen. Receives general supervision from the site Principal, and also reports to the Food Service Program Manager.

Organizational Relationships

Directly Responsible to:	
Supervision Over:	Does not supervise.

Primary Duties and Responsibilities:

- Performs and supervises cooking and baking tasks in the preparation of meals in a school site kitchen.
- Performs a variety of food preparation tasks in the preparation of hot and cold foods or meals.
- Orders food and supplies and is the school site contact person for communicating with outside vendors.
- Takes responsibility for purchase, appropriate use, and storage of government surplus commodity items.
- Maintains and tracks inventory of all food items and supplies for the school site on a daily basis.
- Rotates stock in the store room in order to use foods in a timely manner and to prevent spoilage.
- Utilizes cost control procedures to avoid unwarranted food service operating costs and to stay within budget funds.
- Picks up food items if delivery is not available.
- Helps to prepare monthly school site/district menus.
- Assures that the school menu meets USDA requirements.
- Prepares bag lunches for students field trips.
- Assist in arranging for a substitute for necessary absences.
- Assists and instructs assistants in methods and procedures for performing tasks assigned.
- Supervises and participates in the cleaning and storages of cafeteria utensils, food serving equipment, food preparation equipment, supplies and facilities.
- Operates a wide variety of kitchen appliances.
- Completes all paperwork for the site kitchen including but not limited to all site applications and reports.
- Provide food services to district and partner organizations.
- Coordinate with staff to integrate food from the school garden into the site menus.

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- Other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Standard principles of good nutrition and their application to school food service and the nutritional wellbeing of students.
- The District Wellbeing Policy.
- Federal and state regulations governing child nutrition programs.
- Food sanitation principles and control of contamination of food (ServSafe Certification).
- Quantity food preparation, service, storage, delivery, sanitation and safety.
- Menu planning to meeting nutritional needs and state preferences of students in order to control plate waste.
- Proper office practices and procedures, including basic record keeping and cash accounting methods and procedures.
- HACCP principles

Ability to:

- Prepare, package and serve large quantity food items.
- Safely and efficiently operate and maintain food preparation equipment.
- Operate computer to maintain necessary food service records.
- Plan well-balanced, nutritional meals within a fixed budget.
- Direct, instruct, and work well with employees.
- Maintain accurate record keeping for money receipts and deposits, food production and service records, and meal eligibility and daily counts.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain cooperative relationships with students, staff and the public.
- Maintain the confidentiality of school and student related information.
- Project a positive image of the District to the public and to the community.
- Manage a number of tasks simultaneously.
- Perform mathematical calculations and be proficient in basic math.

Physical Abilities and Requirements :

- Physical stamina and strength to lift and carry items weighing up to 50 pounds.
- Physical stamina to stand and walk on hard flooring for long periods of time.
- Stamina to withstand a wide range of temperatures
- Ability to work with chemical cleaning agents.
- Manual dexterity to safely shred, chop, assemble and mix foods.

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Experience and training:

- Two years of experience in commercial or institutional quantity food preparation, menu planning, food ordering, food storage, and food service record keeping.
- High school diploma or equivalent; completed course work pertaining to nutrition, sanitation and safety.
- Completion of California ServSafe Manager certification.
- Experience in a school or other environment working with children is desirable.
- Ability to communicate effectively in Spanish as well as English is desirable.

Licenses and other requirements:

- Valid Driver License
- Criminal Justice Fingerprint Clearance
- Documentation attesting to skill, training and experience in all areas related to this position.