

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: CAFETERIA COOK/BAKER

BASIC FUNCTION:

Under the direction of the Cafeteria Manager, prepare, cook, bake and serve a variety of foods in quantity at an assigned school site; assist in other food preparation duties as directed; maintain facilities in a clean and sanitary condition.

REPRESENTATIVE DUTIES:

Prepare and bake rolls, biscuits, breads, cakes, cookies and other baked goods; prepare and combine necessary ingredients. *E*

Prepare and cook meat dishes and other main dishes; prepare salads, sandwiches, fruit, vegetables and other foods. *E*

Assist in determining appropriate quantity of food items for cooking and baking; adjust and extend recipes as needed; maintain food quality standards including appearance, and nutritional requirements. *E*

Monitor temperatures of food to assure safety and quality standards are met. *E*

Clean cafeteria equipment, utensils and appliances and store food supplies; assure compliance with kitchen sanitation and safety procedures and regulations. *E*

Operate a variety of standard kitchen utensils and equipment including a cash register, dishwasher and other cafeteria equipment as required. *E*

Record amounts of food sold and monies collected as assigned; assist with inventory and maintain routine records as directed. *E*

Assist in storing unused food and supplies; dispose of unusable leftovers; utilize proper methods of handling foods to be stored.

Assist in other food service areas as needed; collect money and make correct change.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Cafeteria Cook/Baker works under the direct supervision of the Cafeteria Manager and the general supervision of the Director of Food Services and the school principal. Assists

with supervision of student helpers and shall in the absence of the manager, assume the duties of that

position as directed by the Director of Food Services or designee.

4.17

5.4

Page Two

MINIMUM 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 and serving food in large quantities.
Methods of adjusting and extending recipes and proper substitutions.
Proper methods of storing equipment, materials and supplies.
Standard kitchen equipment, utensils and measurements.
Health and safety regulations.
Basic record-keeping techniques.
Basic math and cashiering skills.

ABILITY TO:

Prepare, cook, bake and serve a variety of foods in quantity at an assigned food service facility.
Prepare and serve food in accordance with health and sanitation regulations.
Operate and maintain standard machines and equipment found in school cafeterias and kitchens.
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.
Maintain routine records.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Observe health and safety regulations.
Make change accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience in cooking and baking food in large quantities.

WORKING CONDITIONS:

ENVIRONMENT:

Kitchen environment.

PHYSICAL ABILITIES:

Seeing to measure ingredients; lifting and carrying moderately heavy objects; dexterity

of hands and fingers to operate kitchen utensils and equipment; bending at the waist, standing for extended periods of time.

4.17

5.4

Page Three

HAZARDS:

Heat from ovens; working around and with machinery having moving parts.

Policy Revised: March 3, 1981

Policy Revised: April 4, 1995