Ocean View School District

17200 Pinehurst Lane • Huntington Beach, CA 92647 • (714) 847-2551 • www.ovsd.org

PERSONNEL COMMISSION

COOK

JOB SUMMARY:

Under general supervision of the Central Kitchen Supervisor, the Cook prepares, cooks, bakes, heats, chills, and packages a variety of food items in large quantities to ensure the large-scale preparation and production of food to be sold and served to students, staff and those pursuant to Education Code 38082 during meal service periods; preparation of non-student food items for staff or catering events; may assist with catering events and service; maintain assigned areas, facilities and equipment in clean and sanitary condition.

CLASS CHARACTERISTICS:

The incumbent is responsible for overseeing the operation of food preparation in the Central Kitchen, of large quantities of food and providing direction to assigned staff to meet predetermined school site schedules.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Assist the Director of Food and Nutrition Services, Central Kitchen Supervisor and the Operations Supervisor in the planning, organizing, and coordinating activities of the district's Central Kitchen;
- Prepare, cook, bake, and heat a variety of main dishes, side dishes, and other cooked and baked foods in large quantities for students and staff;
- Assist in the wrapping, packaging and storing of food products, supplies and materials;
- Safely operate a variety of commercial type food service equipment, including mixers, meat slicers, ranges, convection ovens, steamers, hot carts, and food processors;
- Basic knife skills of cutting, chopping, dicing, and slicing;
- Make calculations and adjust recipes to produce required daily quantity of food;
- Participate in the preparation of large quantities of food products for transportation to school site kitchens or for catered events;
- Maintain assigned work areas in a clean, sanitary, and orderly condition;

- Operate a personal computer, email, internet applications, and applicable software, including food service specific software;
- Maintain inventory records;
- Report all job-related concerns to the Central Kitchen Supervisor;
- Monitor and record time and temperature to ensure safe food handling per standard operating procedures;
- Receive, inspect, process, delivered goods and store dry, refrigerated and frozen goods according to established guidelines and procedures;
- Rotate stock using the First in, First out (FIFO) method to maintain freshness and minimize food waste.

Other Related Duties:

- Participate in tours of the District's Central Kitchen that highlight nutrition education;
- Taste foods to ensure freshness and palatability;
- Assist in food preparation and service for special events as necessary.

SUPERVISION:

General supervision is received from the Central Kitchen Supervisor.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principals and methods of large quantity food cooking, baking, serving and storing;
- Operation, care, and maintenance of commercial kitchen equipment and utensils, i.e. mixers, slicers, steamers, convection ovens, etc.;
- Sanitary, safe, and efficient food preparation and handling techniques and procedures;
- Controlling food costs, using appropriate inventory and portion control procedures and techniques;
- Federal and state lunch and breakfast program requirements; basic nutritional standards;
- English usage including grammar, spelling and punctuation;
- Basic mathematics including addition, subtraction, multiplication and division in all units of measure;
- Basic recordkeeping techniques;
- Basic principles of work safety and personal hygiene.

Ability to:

- Effectively organize, coordinate, schedule and operate a large, efficient and cost effective food preparation program;

- Calculate quantities of ingredients and make accurate calculations to alter the number of servings provided by various recipes;
- Produce a wide variety of uniform, high-quality cooked foods and baked goods in large quantities;
- Read, interpret, and follow standardized recipes, making appropriate calculations and adjustments, as necessary;
- Operate commercial kitchen equipment, appliances and utensils common in the District's central kitchen and school site kitchens;
- Operate a personal computer, email, internet computer applications, and applicable food service related software;
- Analyze and devise efficient and effective food service production methods and techniques;
- Follow applicable health and sanitation requirements;
- Lift and transport quantities of food and beverage items;
- Work effectively under time constraints;
- Understand and carry out oral and written instructions;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:

Education:

- Possession of the required knowledge, skills, and abilities typically reflects completion of high school or equivalent. Other education, training, or demonstrated competencies identified by the recruiting team may also qualify

Experience:

- Any combination equivalent to three (3) years of recent, responsible paid experience in either a large commercial food service operation with volume food preparation, baking and cooking of a variety of main dish items OR four (4) years of recent, responsible paid culinary experience in a full-service food operation.
- Experience in preparing food for, and coordinating catered events is highly desirable.
- Experience in developing recipes is desirable.
- Recent experience and training in an agency operation under the National School Lunch Program is highly desirable.

Licenses Required:

- Possession of a valid and appropriate California Driver License is required.
- All of the above licenses and certificates must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:
The job operates in an industrial kitchen or cafeteria environment, predominately standing and walking. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The role routinely uses large commercial kitchen equipment including hot ovens, refrigerator freezer, and food carts. The incumbent will be subjected to varied temperatures ranging from extreme heat/cold due to ovens, refrigerators, and outside environmental conditions. The incumbent has direct and indirect contact with students, the public, and other district staff. There may be occasional exposure to blood borne pathogens, cleaning agents, fumes, and sharp metal objects. Work surfaces may be slippery. The position requires working with high volume, restricted timelines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:
While performing the duties of this job, the position is continuously required to stand and walk for sustained periods of time, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent frequently stoops, bends at the waist, crouches, reaches at or below the shoulders, grips/grasps objects and tools used in the kitchen. The work involves medium physical efforts; frequently exerts 20 – 50 pounds of force to lift and carry; occasionally exerts up to 100 pounds to push, pull, or move objects. This position requires visual acuity sufficient to perform activities such as operating nutrition service and other related equipment that are within an arm's reach. Employment contingent upon passing physical and back evaluation test.

SALARY RANGE

Range 24
Classified Bargaining Unit Salary Schedule

New classification approved by Personnel Commission 12/9/21
Proposed Revisions Effective: 12/11/25