

Cook - Walker Creek Ranch

Diversity, Equity, Inclusion & Belonging Vision Statement: At the Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Cook - Walker Creek Ranch is done for the purpose/s of providing support to the food service activities at assigned location; cooking food items meeting mandated nutritional requirements and/or requests, dietary needs or restrictions of students, school personnel, and guests; verifying quantities and specifications of orders; and maintaining facilities in a safe and sanitary condition.

Essential Functions

- Cleans utensils, equipment, storage areas, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Cooks food, prepared and/or from scratch, (e.g. entrees, soups, vegetables, bread, desserts, sandwiches,, etc.) for the purpose of meeting mandated nutritional and projected meal requirements.
- Estimates food preparation amounts and adjusts recipes as required for the purpose of meeting projected meal requirements and minimizing waste.
- Evaluates prepared foods for flavor, appearance, and temperature for the purpose of providing items appealing and acceptable to students, staff, and/or guests.
- Inspects food items and/or supply deliveries for the purpose of verifying quantity, quality, and order specifications, meeting preparation requirements, and/or complying with mandated health standards.
- Inventories and stocks food, condiments, and supplies for the purpose of maintaining adequate quantities and security of items, and ensuring availability of items required for meeting projected menu requirements.
- Maintains a variety of logs, records, lists (e.g. supply lists, production records, temperature logs, etc.) for the purpose of ensuring health and safety, that production and inventory procedures are efficient, effective and followed.
- Maintains equipment, storage, food preparation, and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Operates and maintains a variety of professional equipment (e.g. barbecue, oven, slicers, etc.) for the purpose of maintaining equipment in safe, effective working order; notifying appropriate staff of equipment malfunction and needed repairs or replacement.
- Oversees the preparation, cooking, and serving of food and beverage items (e.g. banquets, picnics, special events, etc.) for the purpose of meeting mandated nutritional and health standards and ensuring appealing presentation.
- Participates in department meetings, in-service trainings, and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of other food services positions as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.

Other Functions

- Employees may be assigned other reasonably related duties that support other operational areas of Walker Creek Ranch, including food service, facilities maintenance, groundskeeping, conference support, housekeeping, and outdoor education program operations for the purpose of ensuring efficient and effective function of the work unit. Such assignments may occur on a temporary or intermittent basis when operational needs require and when the work is within the employee's training and ability.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantity food preparation and handling; various cooking methods; menu planning principles; nutritional needs and dietary guidelines; adapt/modify recipes; food handling, storage, and sanitation practices.

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to food related safety practices and procedures; operating equipment found in a commercial kitchen; following menus and recipes; completing logs and production records; and using pertinent software applications.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; working as part of a team; working with interruptions; adapting to changing work priorities; meeting deadlines and schedules; and lifting up to 60 pounds.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling, and significant fine finger dexterity. Generally the job requires 5% sitting, 25% walking, and 70% standing. The job is performed under minimal temperature variations under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

Experience: Job related experience is required.

Education (Preferred): High school diploma or equivalent

Education: Less than high school.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ./Training

Mandated Reporter Training Certificate

Food Handlers/ServSafe Certificate

CPR/First Aid Certificate

Certificates and Licenses

None Specified

Clearances

Measles Vaccination

Pre-Employment Fingerprinting

Tuberculosis (TB) Clearance

Maintains Certificates and/or Licenses

FLSA Status

Approval Date

Pay Grade

Non Exempt

Revised Date