

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title:	COOK
Job Family:	Child Nutrition
Reports to:	Director of Child Nutrition Services
Salary Level:	Range 23
Calendar:	Classified School Year

SUMMARY:

Under the supervision of the Director of Child Nutrition Services, prepare, cook, bake, and package a variety of food items, menu dishes and nutritional snacks for distribution at District sites; maintain kitchen facilities in a safe, orderly and sanitary condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Oversee and participate in the preparation and production of main dishes, bakery products and other large quantity dishes per District menu specifications; observe quality and quantity of food served according to established procedures; ensures proper temperature of foods.
- Determine appropriate quantity of food items for cooking and baking; adjust and extend recipes as needed; maintain food quality standards including appearance and nutritional requirements; monitor and record temperature of freezers and refrigerators.
- Prepare institutional quantities of food items for established menus such as baked goods and main dishes including meats, pastas and vegetables; prepare and bake rolls, biscuits, breads, cakes, cookies and other baked goods; prepare salads, sandwiches, soups, gravies and sauces.
- Arrange and prepare serving areas for students, faculty, District personnel and school staff; organize catering trays and food counters; ensure appropriate food quantities for distribution to elementary and middle school sites; assist with recipe development and testing.
- Prepare records of foods cooked and foods left over; coordinate the storage of unused food; dispose of unusable leftovers; utilizes proper methods of storing foods.
- Operate a variety of kitchen equipment and machines used in a school cafeteria such as slicers, mixers, steamers, ovens, stoves, kettles, choppers, and industrial dishwashers; clean food service equipment, utensils and appliances; ensure compliance with kitchen safety and sanitation regulations.
- Estimate food product quantities needed for operation; order, receive, inspect, verify and accept deliveries of food and supplies; monitor and inventory food products according to established procedures; assist with inventory and maintains simple records; verify food service deliveries and supplies.
- Assist in performing cashiering duties as assigned; operates a cash register; accept money for food and beverages sold; maintain records of meals and beverages served and monies accepted.
- Communicate with Central Kitchen and District personnel and various outside agencies to exchange information and resolve issues and concerns.
- Assist with coordinating food service operations for catering, luncheons and other special events as assigned.
- Assist with recipe development and testing.
- Assist in training food service staff and student assistants as required.

Other Duties

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and three years of experience in quantity food preparation including cooking and baking.

Licenses and other Requirements

- ServSafe Food Handler and Manager Certificate.

Knowledge of:

- Principles and methods of quantity food service preparation, serving and storage.
- Applicable laws, codes, regulations, policies and procedures.
- Sanitation and safety practices related to handling, cooking, baking and serving food.
- Methods of adjusting and extending recipes and proper substitutions.
- Proper methods of storing equipment, materials and supplies.
- Operation of standard kitchen equipment, utensils and measurements.
- Health and safety regulations.
- Record-keeping techniques.
- Basic math and cashiering skills.
- Inventory methods and practices.
- Storage and rotation of perishable food.
- Oral and written communication skills.

Ability to:

- Prepare, cook and bake a variety of foods in quantity at an assigned food service facility.
- Maintain food service equipment and areas in a clean and sanitary condition.
- Prepare appetizing and nutritionally balanced meals.
- Follow, adjust and extend recipes.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Observe health and safety regulations.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Operate a cash register and make change accurately.
- Utilize interpersonal skills using tact, patience and courtesy.
- Train and provide work direction to others.

WORKING CONDITIONS:

Work Environment:

- Kitchen and food service environments.
- Subject to heat from ovens and cold from freezers.

Physical Demands:

- 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 monitor students and food quality and quantity.


Hazards:

- Heat from ovens, cold from food freezers.
- Exposure to very hot foods, equipment, and metal objects.
- Working around knives, slicers or other sharp objects.

- Exposure to cleaning chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA  DATE 6-14-18

DISTRICT  DATE 6/12/18

Board Approved: May 24, 2018