



Manhattan Beach
Unified School District

Cook

Department/Division:	Food Services
Reports To:	Director of Food Services
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	February 6, 2014
Date Approved by Personnel Commission:	March 4, 2014
Date Adopted by Board:	March 19, 2014
Salary Range:	Range12

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general supervision of the Director of Food Services and an assigned supervisor, prepare, cook, bake, and package a variety of foods in large quantities at an assigned District site; perform other food preparation duties, serving and cashiering, as directed; maintain kitchen and serving areas in a clean, orderly and sanitary condition; if /when necessary provide cooking direction in regards to food preparation to other staff; perform related work as required.

DISTINGUISHING CHARACTERISTICS

The Cook/Baker classification performs difficult and responsible duties including cooking, baking and preparing food and maintaining inventory. Employees are required to be fully trained in all procedures related to the assigned area of responsibility. In addition to demonstrating the competencies and abilities required of the position, the Cook/Baker must work cooperatively and productively with a diverse population of internal and external customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Responsible for the preparation, production, cooking and serving of hot and cold menu items, including any and all foods.
- Responsible for the preparation, production, baking and serving of all baked goods.
- Maintain adherence to food quality standards including appearance and nutritional requirements.

- Monitor temperatures of food during cooking, cooling and serving to ensure that food safety standards are met.
- Ensure that the food prepared and served meets the guidelines on menu specifications and recipes.
- Determine the appropriate quantity of food items for cooking.
- Measure and weigh ingredients; calculate, adjust and extend recipes.
- Maintain facilities in a clean, sanitary and orderly condition.
- Clean food service equipment, utensils and appliances; store supplies; ensure compliance with kitchen sanitation and safety procedures and regulations.
- Operate a variety of commercial kitchen equipment and other kitchen tools and equipment as required.
- Coordinate the storage of unused food and supplies and disposal of unusable leftovers; utilize proper methods of storing and rotating foods.
- Assist with inventory and maintain routine records as directed; prepare records of foods cooked and foods left over.
- Responsible for providing accurate information on food production records.
- Provide cooking direction to assigned food service employees if necessary and directed by supervisor.
- Prepare and cook food for a variety of special events and banquets as requested; assist during catered events as requested.
- Assist in other food service areas such as cashiering.
- Perform the full range of duties of the Food Service Assistant I and II classes, and some duties of the Satellite Kitchen Operator I, as assigned.
- Perform related work as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and methods of large quantity food preparation, cooking, baking, serving and storage.
- Sanitation and safety practices related to the handling, cooking, baking and serving of food.
- Operation, care and use of commercial kitchen equipment and utensils.
- Terminology, ingredients, equivalent measures and characteristic of ingredients and methods of substitution.
- Proper methods of storing equipment, materials and supplies.
- Appropriate safety precautions and procedures.
- Advanced record keeping techniques.
- Nutritional requirements of school-age children.

- Portion control techniques.
- Interpersonal skills using tact, patience and courtesy.
- Advanced math and cashiering skills.

Ability to:

- Requires the ability to perform all essential duties of the position.
- Prepare, cook and serve a variety of foods in quantity at an assigned nutrition service facility.
- Prepare and serve food in accordance with health and sanitation regulations.
- Operate food service equipment safely and efficiently.
- Maintain food service equipment and areas in a clean and sanitary condition.
- Prepare attractive, appetizing and nutritious meals for students and staff.
- Follow, adjust and extend recipes.
- Ensure that food items are prepared, served and stored properly.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Plan and organize work to meet schedules and timelines; maintain accurate detailed records.
- Learn, interpret, apply and explain policies, procedures, rules and regulations related to assigned activities.
- Establish and maintain cooperative effective working relations with others.
- Observe and follow health and safety regulations.
- Understand and follow oral and written directions in English.
- Operate a cash register or point of sale computer; make change accurately.

EDUCATION, TRAINING, AND EXPERIENCE

Educational attainment equivalent to a high school diploma or its recognized equivalent. Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. Minimum of three (3) year's experience in preparing, cooking, baking and serving large quantities of food in a commercial food operation such as a restaurant, hospital or school environment.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

A valid California Driver's license and proof of insurance or the ability to move to and from other work locations as assigned and as needed.

Current Manager's ServSafe Certificate or show proof of said certificate within thirty (30) days of employment.

PHYSICAL AND MENTAL DEMANDS

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

PHYSICAL DEMANDS

While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate objects, equipment and tools and to reach overhead, above the shoulders and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on a frequent basis, objects which weigh as much as 50 pounds. The employee is regularly required to stand for extended periods of time and climb, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, and crouch. The employee is regularly required to hear and speak to exchange information in a proficient manner; and taste and smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination.

MENTAL DEMANDS

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills in English. The employee must be able to write, to read directions, product labels, printed material, instructions and safety information, student allergy notifications, and to observe environmental conditions; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills; use advanced mathematical skills and mathematical reasoning. The employee must be able to work independently. The employee is occasionally required to deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees regularly work in an indoor kitchen environment and/or outdoor working environment, including exposure to extreme cold or heat in the sun. Employees are regularly subject to heat from ovens; exposure to very hot foods, equipment, and metal objects; working around knives, slicers or other sharp objects; exposure to harsh chemicals/toxic conditions; exposure to cold from walk-in refrigerators and freezers; exposure to water hot and/or cold. The noise level is occasionally loud.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.