

COOK

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the general supervision of the Director of Food Services and Coordinator of Food Services and Nutrition, assists in preparing and cooking a variety of foods in large quantities, assists in the maintenance of a school kitchen, and does other work as required.

ESSENTIAL JOB FUNCTIONS:

- Prepares and cooks entrees, salads, sandwiches, and other foods
- Checks recipes and estimates quantities of supplies needed
- Assists in setting up food production equipment for food services
- Assists in cleaning and storing cafeteria equipment and food supplies
- Performs other related duties necessary to the operation of the kitchen

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties;
- Cook and bake;
- Operate Combi Ovens and other common mechanical appliances found in cafeteria;
- Follow oral and written directions;
- Exercise care and consideration in observing sanitation requirements.
- Must be certified in food safety by a reputable organization within the probationary period.

KNOWLEDGE OF:

- Operations, services, and activities of a school food service program
- Procedures, methods, and techniques of cooking, preparing and serving food in large quantities
- Maintaining a clean and sanitary kitchen and food service area
- Principles, practices, and procedures of proper sanitation and cleaning applicable to serving food and kitchen maintenance
- Pertinent Federal, State, and local laws, codes, and regulations
- Use, care, and operational characteristics of modern institutional kitchen utensils, appliances, and equipment
- Occupational hazards and standard safety practices necessary in food preparation and service
- Basic principles, methods, and techniques of inventory maintenance
- Procedures and methods of food and supply ordering
- Basic mathematical principles
- Proper food handling and storage practices and procedures
- Principles and procedures of recordkeeping and reporting

SKILL TO:

- Understand and carry out oral and written instructions
- Operate a variety of modern institutional kitchen tools, appliances, and equipment in a safe and effective manner
- Use and operate weighing and measuring devices

PHYSICAL REQUIREMENTS/ENVIRONMENT:

The following guidelines are used in describing the frequency of activities in this position: OCCASIONALLY = 1%-33%; FREQUENTLY = 34%-66%; CONTINUOUSLY = 67%-100% of a typical workday

- *Standing/Walking:* Required to stand or stand/walk in combination continuously throughout the workday. Standing/walking may be performed in combination with reaching, torso rotation, stooping/bending, and lifting/carrying.
- *Sitting:* Sit occasionally while operating a vehicle commuting to and from school sites on an as needed basis, and while doing paperwork and ordering.
- *Bending:* Will bend frequently throughout the workday. Bending can be slight while standing at the worktable preparing foods or up to 90 degree angle while retrieving or replacing pans to storage shelves, transport carts, or ovens. Bending may be performed in combination with lifting and torso rotation or while checking ovens during baking and while cleaning the large steam kettles and washing dishes.
- *Squatting/Kneeling:* Will squat or kneel occasionally during the day. Squatting or kneeling may be performed in lieu of bending at employee's discretion to complete cleaning tasks and to retrieve items which fall on the floor.
- *Lifting /Carrying:* Will frequently lift/carry throughout the workday. Items lifted range from one ounce to a maximum of 25-50 pounds. While preparing, portioning (for packout) and serving of food, the employee would be required to lift/carry stainless steel pans filled with food. The employee will be doing team-lifting (lifting with help from a co-worker) and using a cart for carrying items which weigh more than 25 pounds, such as: cheese blocks and bags of flour. The lift/carry may be performed in combination with a torso rotation and bending.
- *Climbing:* Will occasionally climb using a step stool.
- *Pushing/Pulling:* Will frequently use light force to push/pull food items and utensils during food preparation. Light force may also be required while opening and closing oven and refrigerator/freezer doors. May push/pull while washing pans. Medium force is required during the workday to move empty and full transport cars and three-tier utility carts.
- *Reaching:* Will frequently reach directly in front of body from knee level to slightly above shoulder height. Able to reach in all directions including occasionally over the head. Occasionally the employee will be required to reach from ground level to knee height. Reaching may occasionally be done at up to 90 degree torso rotation to either side and in combination with bending, lifting/carrying, grasping, squatting. Reaching will be needed for placing and retrieving pots and pans and food items from shelves, racks and ovens; also for serving.
- *Grasping/Handling:* Will be required to continuously perform both simple and power bilateral grasping throughout the workday. Power grasping will be required when handling heavy (full) pans and simple grasping will be required for cutting and chopping of food items.
- *Exposure to:* Gas, dust or fumes from oven, char broiler. Noise from equipment. Extremes in temperature from summer heat and walk-in freezer, outdoor environment and adverse weather conditions including sun, heat, cold, wind, and light rain.
- *Auditory and Visual Requirements:* Must have hearing and visual acuity within normal ranges (with correction, if needed). Must continuously be able to hear voices and machinery and see all areas of normal visual field. Visual requirements include reading printed material.

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent
- Previous production cook experience preferred.

QUALIFICATIONS:

- California State Department of Health Services ServSafe certification or equivalent (current or obtain within the first year of employment)
- Valid California Driver's license

Work Year:

The work year is one hundred eighty (180) days, plus paid holidays, plus paid vacation.

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

*Update: April 9, 2013
Board approved: 04/08/08*