



Sequoia Union High School District

Job Description

JOB TITLE:	Food Services Cook
REPORTS TO:	Director of Food Services
CLASSIFICATION:	Classified
SALARY SCHEDULE:	7.5
WORK - YEAR / HOURS:	9 months
LOCATION:	Various
BOARD APPROVAL:	8/1/17

DEFINITION

Under general supervision, follows departmental recipes and performs the major preparation of quantity meals at the central kitchen. Oversees and participates in a variety of work related to the cleaning of kitchen equipment, meal preparation, receiving and storage of provisions, and related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a skilled classification in food service, this position has primary responsibility for meal planning, meal preparation, and batch cooking. This is a skilled level classification, competent to independently perform the full scope of duties required.

EXAMPLES OF DUTIES

- Coordinates with warehouse personnel and the culinary lead in the ordering of supplies, food, and managing the central kitchen inventory
- Receives supplies from suppliers and vendors, oversees verification of quantities, and storage of items appropriately according to storage requirements, and rotation of stock.
- Reviews menus to suggest improvements, better manage central kitchen inventory, and develop production sheets.
- Prepares meals in large quantities in the central kitchen setting, such as roasts, stews, and other hot entrees, according to recipe instructions, procedures, regulations, and independent judgment regarding the appeal and taste of food.
- Checks and records the temperature of hot foods on the appropriate logs
- Checks and records the temperature of the fridges and freezers on the appropriate logs.

QUALIFICATIONS

Knowledge of:

- Basic arithmetic
- Safe food handling practices
- Food preparation procedures and routines in a cafeteria setting
- Kitchen cleaning compounds and supplies
- Safe work practices
- Food Safety Certification desirable

Ability to:

- Understand and carry out oral and written instructions
- Communicate with students and staff
- Work quickly and efficiently
- Operate food service equipment
- Distinguish food components that meet the nutritional requirements for a reimbursable meal
- Provide back up to the Food Service Lead
- Understand and decipher recipes

Skill in:

- Proper use of food preparation, meal distribution, dishwashing, kitchen cleaning and cafeteria equipment
- Basic record keeping and inventory management
- Washing dishes, utensils, pots and pans in a commercial setting
- Using appropriate cleansing compounds and disinfectants
- Reading labels and storage requirements
- Establishing and maintaining effective working relationships with those contacted in the course of the work

OTHER REQUIREMENTS

The Physical abilities required of this classification may include the following:

- Must be willing to work in a confined area, in warm temperatures and in exposure to cleaning solutions, disinfectants, and possibly bacteria
- Physical ability to stand on feet for extended periods of time
- Physical ability to lift and move of objects weighing as much as 35 pounds
- Manual dexterity to operate food preparation equipment, utensils and tools and to push buttons on point-of-sale terminals
- Vision sufficient to evaluate status of food in preparation, read preparation requirements, read temperature gauges and dials and read point-of-sale terminal displays
- Speech and hearing sufficient to receive instructions and relay information
- Ability to decipher complex recipes