



Sequoia Union High School District

Job Description

JOB TITLE:	Food Service Cook/ Lead
REPORTS TO:	Director of Food Services
CLASSIFICATION:	Classified – M&O
SALARY SCHEDULE:	8.5
WORK - YEAR / HOURS:	9 months / 7.5 hours
LOCATION:	Various
BOARD APPROVAL:	11/5/1997

DEFINITION

Under general supervision, to provide lead direction to food service workers at a school site, or to perform major preparation of quantity meals at the central kitchen; to oversee and participate in a variety of work related to cleaning of kitchen equipment, meal preparation, receiving and storage of provisions, and the distribution of food to students and collection of money; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This classification either provides lead direction to other food service workers at an assigned school site; or has primary responsibility for meal planning and preparation at the central kitchen. This is a skilled and/or lead level of classification, competent to independently perform the full scope of duties required.

EXAMPLES OF DUTIES

- Provides lead supervision to food service workers, organizing and assigning tasks, and reviewing and monitoring work;
- Ensures cash is properly accounted for and prepares summaries and tabulations of transactions;
- Coordinates with vendors for ordering of supplies and prepared foods; coordinates with central kitchen regarding preparation and delivery of food, special requirements, and

other matters;

- 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 develop production sheets for food preparation, meal counts, and information about special diet orders; plans or assists in the planning of menus; orders and inventories meats and produce;
- Prepares major meals in large quantities in central kitchen setting, such as roasts, stews, and other hot entrees, according to recipe instructions, procedures, regulations, and independent judgment regarding appeal and taste of food;
- Checks and records temperature of hot food on appropriate logs;
- Itemizes leftover food and plans for its future use;
- Oversees the maintenance of sanitary conditions, and proper storage of foods.
- Oversees the set up of cafeteria counter with utensils, condiments, napkins, and other items;
- May sell food, collect money, and make change;
- May wash dishes, kitchen equipment and utensils, manually and operating commercial dish washers, and participate in cleaning and sanitation of food preparation and service areas;
- Prepares and maintains various logs and records;
- Participates in serving and distribution of food as needed;
- Keeps records and prepares reports as needed for menu production and meal counts, food ordering and receipts, free and reduced meal applications.

QUALIFICATIONS

Knowledge of:

Techniques for organizing, assigning, and reviewing work.

Basic arithmetic.

General and specialized food preparation procedures and routines.

Conventional and special dietary plans.

Proper use of food preparation, meal distribution, dishwashing, kitchen cleaning and cafeteria equipment.

Sanitation and safe working practices and procedures.

Skill in:

Prioritizing, assigning, and reviewing the work of others.
Understanding, giving and carrying out oral and written instructions.
Planning the provision and cooking of food for students.
Consulting with students or others regarding special dietary needs.
Understanding recipe instructions contained in manuals, and innovating and altering recipes for variety and general appeal of food.
Preparing food in proper proportions at appropriate temperatures.
Establishing and maintaining effective working relationships with those contacted in the course of the work.
Using food service equipment and utensils, and appropriate cleaning compounds and disinfectants.
Providing meals in an efficient, accurate and pleasant fashion.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to completion of sufficient informal and/or formal education to ensure successful job performance, and two years of experience in food service work.

OTHER REQUIREMENTS

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

- Must be willing to work in a confined area and in exposure to cleaning solutions, disinfectants, and possibly bacteria.
- Physical ability to stand on feet for extended periods of time, as well as the lifting of objects weighing as much as 25 pounds.
- Manual dexterity to operate food preparation and cleaning equipment, utensils and tools.
- Vision sufficient to evaluate status of food in storage, read storage requirements, and read gauges and dials.
- Speech and hearing sufficient to give and receive instructions and information.