

**Oroville City Elementary School District
Job Description**

JOB TITLE: COOK

SALARY LEVEL:	26	DIVISION:	Classified
DEPARTMENT:	Food Service	LOCATION:	School Sites
REPORTS TO:	Coordinator of Food Services		
APPROVED BY:	Board of Trustees	DATE:	February 8, 1995
		REVISED	March 25, 1998
		REVISED	March 28, 2007
		REVISED	January 14, 2015

SUMMARY: Under the supervision of the Coordinator of Food Services, the cook is responsible for the ordering of food and other kitchen materials, for the preparation of school meals, for the serving of food, and the cleanliness and sanitation of the school kitchen.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Operates individual school and satellite food service program(s) by preparing, cooking, and serving meals.

Uses prepared menus in the preparation of large quantities of food with attention to economy and efficiency of the kitchen.

Orders, receives, and assumes responsibility for preservation of foodstuffs and other supplies.

Operates all kitchen equipment in a safe manner.

Trains, organizes and directs the work of food service workers and other student workers.

Responsible for scheduling food preparation, the serving and presentation of meals and the logistics of serving students and staff.

Prepares daily menu, plate count worksheets, yearly inventories, serving schedules, and other reports, as required.

Maintains a high standard of sanitation in food preparation.

ESSENTIAL DUTIES AND RESPONSIBILITIES, CONTINUED

Cooperates and communicates with other school staff, public, parents, and students to promote a positive school climate.

Coordinate with health aide/nurse for health plan (specific meals)

Plans for community use of school kitchen, when requested.

At middle school level, may operate Point of Sale register and prepare deposit slips, when needed.

Performs other related duties, as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); three years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to co-workers, students, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few known variables in routine situations.

OTHER SKILLS AND ABILITIES: Ability to interact with staff members, students, parents, and others in an open, friendly business-like manner. Ability to properly use cleaning chemicals and supplies in accordance with specified safety protocols.

CERTIFICATES, LICENSES, REGISTRATIONS:

Serve Safe Certificate must be acquired during the employee's probationary period.

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PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Candidates will be required to take a Pre-placement Physical Examination and Functional Capacity Pre-placement Screening prior to being offered employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to manipulate or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is required to walk; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

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

While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to fumes, airborne particles, caustic chemicals, and risk of cuts, burns and electrical shock. The employee is occasionally exposed to wet and/or humid conditions and extreme heat.

The noise level in the work environment is moderate/loud.

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COOK