

LEMOORE UNION SCHOOL DISTRICT
Human Resources Division

CHILD NUTRITION COOK I
Job Description

JOB SUMMARY:

Under general supervision, to prepare, cook, and serve food in a cafeteria, and to do related work as required.

REQUIRED QUALIFICATIONS:

Ability to:

Understand meal requirements for a reimbursable meal;

- Prepare and serve food in accordance with health and sanitation regulations;
- Assist with production of food, following recipes and established procedures;
- Estimate and utilize supplies for economical food service;
- Understand and carry out oral and written directions and instructions;
- Ability to work with computers and computer software;
- Ability to operate a computerized cash register/point of sale;
- Perform mathematical calculations, count money and make change with speed and accuracy;
- Maintain cooperative relationship with those contacted in the course of work;
- Follow state codes and guidelines applicable to food service;
- Understand meal requirements for a reimbursable meal;
- Work independently without direct supervision;
- Meet all schedules and time lines;
- Be flexible to changing work patterns and schedules;
- Successfully complete and pass child nutrition courses specified by the Child Nutrition Supervisor;
- Read, write, speak, and understand English well.
- Represent and support the district or school in conversation with the public.

Knowledge of:

- Principles of quantity food preparation and storage;
- Care and use of standard kitchen equipment and utensils;
- Sanitation and safety procedures related to cafeteria, particularly food preparation, serving, and storage.
- Basic math and writing skills.

Education:

- Equivalent to completion of twelfth grade.
- Obtain & maintain a Food Handlers Certification.

Experience:

Experience in large quantity food preparation.

ESSENTIAL FUNCTIONS:

Duties to include but are not limited to the following:

- Using prescribed menu and following established procedures and production schedules, performs the cooking tasks in the preparation of main dishes for the cafeteria to include entrees, potatoes,

- vegetables, soups, sauces, and gravies;
- Follows recipes and may alter quantity of supplies needed in order to meet production requirements;
- Maintains food quality standards, including appearance and taste;
- Keeps records of production quantities, meals or food served, ingredients used, and related data;
- Follow prescribed menu and set up serving area, steam tables, food warmers, salad bar, ice bar and ice trays, and set out food and beverages, serve food, restocking items as needed:
- Set up, operate, and enter data on computerized terminals for communicating information, point of sale and cashiering functions;
- Perform simple mathematical calculations with speed and accuracy;
- Count money and make change with speed and accuracy;
- Maintains standard of safety, sanitation, and maintenance of all equipment and utensils used in the work area;
- Clean work area, serving counters, wash pots, pans and utensils, etc.;
- Reports needed equipment repairs to the Cook II;
- Assists in periodic inventory of supplies;
- Checks meal trays to meet State requirements;
- Follow District HACCP Plan;
- May supervise the work of kitchen personnel for short periods of time in the absence of the Cook II
- May supervise and train students helpers during lunch periods;
- May be required to transport food within the District;
- Attend Child Nutrition professional development trainings;
- Performs other duties as required.

LICENSES

Possession of an appropriate California Driver’s license issued by the California Department of Motor Vehicles. Must maintain insurability under the District’s insurance policy.

WORKING CONDITIONS:

Environment:

Kitchen environment; subject to heat from ovens and stoves, cold from walk-in refrigerators and freezers. And noise from kitchen equipment.

Physical Abilities:

Standing and walking for extended periods of time, lifting at least 40 pounds, dexterity of hands and fingers to operate kitchen equipment, carrying, pushing or pulling food trays and carts, seeing to assure proper quantities of food, bending at the waist, and reaching overhead, above the shoulders and horizontally.

Hazards:

Exposure to very hot foods, equipment, and metal objects used in cooking and baking; exposure to sharp knives and slivers.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Salary: Range 4

Employment: 183 Days

Approved: June 11, 2013