

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Cook

DEFINITION

Under general supervision, prepares, cooks, and serves meals to students, clients, and staff in a cafeteria setting; performs other job related work as required.

DIRECTLY RESPONSIBLE TO

Principal, Sly Park

SUPERVISION OVER

None; however, may give directions and monitor work of cafeteria assistants and student helpers.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Prepares and serves a variety of foods according to a planned menu; monitors proper use of food supplies to minimize waste and ensure freshness and quality; follows nutritional requirements in preparing foods; maintains a safe and clean work area; utilizes and cleans kitchen equipment in a proper and safe manner; reports equipment needing repairs or replacement; performs minor equipment repairs as necessary; assists in daily clean-up of kitchen, service and storage areas; stores or disposes of any unused foods; assists in stocking, ordering, and inventory of food and supplies; monitors and records temperatures of refrigeration equipment; lifts and carries cartons of food, milk bags, and serving containers; assigns, trains, and monitors work of cafeteria assistants and student helpers.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience, which demonstrates the knowledge and skill to perform the duties and responsibilities as described including experience as a cook in a kitchen preparing food in quantities similar to institutional cooking. Food Safety Certification is desirable.

Knowledge, Skills, and Abilities

Knowledge of methods for preparation and serving of food in large quantity and of considerable variety; ability to increase or decrease recipes for food preparation in various quantities; ability to prepare the food items in a given menu to produce the meal at designated meal times; knowledge and skill to plan the appropriate amount of food and supplies to meet menu requirements; skill to add, subtract, multiply, and divide; ability to operate commercial kitchen equipment; knowledge of sanitary methods of food handling, food preparation and cooking techniques; knowledge of safety practices related to food preparation and use of commercial kitchen utensils and equipment; ability to stand for long periods of time; skill to establish and maintain cooperative working relationships with staff, parents, and students.

Revision approved by Personnel Commission 8/17/04

Revision approved by Personnel Commission 5/14/97

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