

Sacramento County Office of Education Job Description

Classification Title: Cook

DEFINITION

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

DIRECTLY RESPONSIBLE TO

Director, Sly Park

SUPERVISION OVER

None; however, may give direction and monitor work of cafeteria assistants, substitute staff, volunteers, 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 in a timely manner according to recipes, compliance with production logs, special dietary needs, and a planned menu set forth by the head cook; estimates daily food preparation amounts; monitors proper use of food supplies according to state and federal guidelines and to minimize waste and ensure freshness and quality; removes food from freezer to defrost according to planned menu; follows nutritional requirements in preparing foods; maintains a safe and clean work area; utilizes and cleans kitchen equipment in a proper and safe manner; sanitizes food stations; reports equipment needing repairs or replacement;; assists in daily clean-up of kitchen, service, and storage areas; stores or disposes of any unused foods; assists in unloading and stocking food and supplies and rotates inventory; monitors and records temperatures of refrigeration equipment; lifts and carries cartons of food and serving containers; assigns, trains, and monitors work of cafeteria assistants, substitute staff, volunteers, 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; experience working around groups of children is desirable; possession of a Food Safety Certification.

Knowledge, Skills, and Abilities

Knowledge of methods for preparation and serving of food in large quantities 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; knowledge of standard liquid and dry measurements; ability to operate commercial kitchen equipment; knowledge of sanitary methods of food handling, food preparation, and cooking techniques; knowledge of health and safety laws, regulations, and practices related to food preparation and use of commercial kitchen utensils and equipment; ability to stand for long periods of time; ability to lift and carry boxes and supplies; ability to work independently with minimal supervision; ability to meet schedules and follow timelines; skill to establish and maintain cooperative working relationships with staff, parents, and students.

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