

MONTEREY COUNTY OFFICE OF EDUCATION

FOOD SERVICE COOK

CLASSIFICATION: Classified

SALARY LEVEL: 31.5

WORK YEAR:

DEFINITION:

Under the general supervision of the Food and Nutrition Services Coordinator, the Food Service Cook prepares and cooks a variety of foods in large quantities according to established menus and assists in coordinating the operations of the Head Start central kitchen.

SUPERVISOR:

Food and Nutrition Services Coordinator

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Prepares and cooks a wide variety of main dishes and accompanying items ensuring that student food allergy protocols are followed
- Interprets, follows and converts assigned recipes; bakes as needed
- Readies food for distribution, measuring proper amounts
- Ensures food is packed properly for safety and travel
- Assists in maintaining records and reports related to kitchen operation, output, and inventory
- Operates kitchen equipment and application in a safe and effective manner
- Assists with cleaning kitchen equipment, dishes, and work areas ensuring the maintenance of sanitary conditions
- Drives food service vehicle when assigned
- Assists with catering as assigned
- Complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties as assigned

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead and climb; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 50 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience:

- Any combination of education equivalent to a high school diploma
- Experience working in a large institutional food service operation or any combination of training and experience which has provide the applicant with the required knowledge and abilities to successfully perform job duties

Knowledge of:

- Preparation, packing, serving, and distribution of large quantities of food
- Kitchen methods, equipment, machines, and utensils used in cafeterias
- Proper food handling, preparation and storage
- Food service sanitation and proper cleaning methods
- Principles of basic math and measurements
- Standard principles of child nutrition
- Experience in driving automotive equipment
- Safe driving practices

Skills and Abilities:

- Prepare and serve food, and baked products according to prescribed recipes
- Operate food service equipment, appliances, and kitchen utensils
- Understand and follow oral and written instructions in English
- Read and write in English at a level to perform responsibilities
- Establish and maintain effective relationships with those contacted in the in the course of work including preschool children
- Operate assigned food service equipment safely and effectively
- Read, interpret, and convert recipes
- Maintain accurate records
- Work in adverse temperature conditions
- Operate a vehicle safely and efficiently
- Use initiative and judgment in discussing problems with the public and staff, involving practices and policies
- Work both independently and function effectively within a team setting while demonstrating leadership qualities

- Perform under demanding and varied work schedule with ability to remain flexible and focused during interruptions and distractions
- Meet schedules and timelines

Licenses and Certifications:

- Possession of an appropriate, valid California driver's license with evidence of insurability
- Valid Food Safety Certificate per the California Retail Food Code within 60 days of employment

Reformatted 03.16.16
Revised 6-22-16