

CLASS TITLE: COOK/MANAGER

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, organize and participate in the food service operation at an assigned school site; prepare, cook, bake, package and serve a variety of foods in quantity at an assigned District site; maintain facilities in a clean and sanitary condition; train and provide work direction to assigned staff.

ESSENTIAL DUTIES:

Give detail directions to employees, help with preparation of food for catering events, plan, organize and participating in the preparation and cooking of main dishes, meats, pasta, vegetables and others; prepare salads, sandwiches, fruit, soups, gravies, sauces and other foods; mix, slice, grate and chop food items; prepare daily production sheets.

Determine appropriate quantity of food items for cooking and baking; adjust and extend recipes as needed; maintain food quality standards including appearance, and nutritional requirements; make recommendations regarding new menu items or variations on current recipes.

Organize and set up serving areas and snack bars; serve food according to established guidelines; monitor temperatures of food to assure safety and quality standards are met.

Operate dishwashers and wash trays, plates, utensils and other serving equipment; clean and store food service equipment and utensils.

Maintain work areas and serving areas in a clean, sanitary and safe condition; assure compliance with kitchen sanitation and safety procedures and regulations; clean preparation surfaces and food service appliances.

Operate an electric slicer, mixer, oven, stove, warmer, steamer and other kitchen equipment.

Perform required inventories and maintain routine records as directed; prepare records of foods cooked and foods left over; prepare a variety of reports as directed.

Estimate food and supplies needed for operation; requisition, receive and store food and supplies; stock food supplies according to established procedures; maintain related records.

Oversee and participate in packaging and storing unused food and supplies; dispose of unusable leftovers; utilize proper methods of handling foods to be stored.

Train and provide work direction and guidance to assigned staff and student assistants; assign and review work of staff and student assistants; participate in the selection of new employees as requested.

Oversee and participate in the set-up, counting, stocking and serving of milk; clean milk case; check

expiration dates and discard containers as needed.

Perform cashiering duties; count money and make correct change; balance monies received; prepare related reports.

Monitor the behavior of students utilizing the kitchen areas.

Prepare food for a variety of special events as assigned.

May assist in the preparation of the dinner program.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Principles and methods of quantity food service preparation, serving and storage.
Sanitation and safety practices related to handling, cooking, baking and serving food.
Methods of adjusting and extending recipes and proper substitutions.
Proper methods of storing equipment, materials and supplies.
Standard kitchen equipment, utensils and measurements.
Health and safety regulations.
Basic record-keeping techniques.
Use of computer to record sales.
Basic math and cashiering skills.
Principles and practices of providing work direction and guidance to others.
Proper lifting techniques.

ABILITY TO:

Prepare, cook, bake and serve a variety of foods in quantity at an assigned school site.
Prepare and serve food in accordance with health and sanitation regulations.
Prepare attractive, appetizing and nutritious meals for students and staff.
Wash, cut, slice, grate, mix and assemble food items and ingredients.
Follow, adjust and extend recipes.
Maintain work areas, serving areas and equipment in a clean, sanitary and safe condition.
Operate and maintain food service machines and equipment.
Train and provide work direction and guidance to others.
Understand and follow oral and written directions.
Maintain a variety of records related to assigned activities.
Meet schedules and time lines.
Interpret, apply and explain policies, procedures, rules and regulations related to assigned activities.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Observe and follow health and safety regulations.
Perform routine cashiering duties.
Assign and review work.
Understand and follow oral and written directions in English.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent and two years of experience in the preparation and serving of food in large quantities.

LICENSES AND OTHER REQUIREMENTS:

Valid Safety and Sanitation Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Subject to heat from ovens.

Subject to cold from walk-in freezer and refrigerator.

PHYSICAL DEMANDS:

Standing for extended periods of time.

Lifting, carrying, pushing or pulling moderately heavy food trays, carts, materials and supplies, up to 25 pounds.

Dexterity of hands and fingers to operate food service equipment.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Hearing and speaking to exchange information.

Seeing to monitor food quality and quantity.

HAZARDS:

Heat from ovens.

Cold from walk-in freezer and refrigerator.

Exposure to very hot foods, equipment and metal objects.

Working around knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.

TERMS OF

EMPLOYMENT: Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association.

EVALUATION: Performance of this job will be evaluated in accordance to the Agreement between the Sunnyvale School District and the California School Employees Association.