

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: CAFETERIA COOK

Classification: Range 31

BASIC FUNCTION:

Plan, organize, supervise and participate in the preparation, cooking, baking and serving of a variety of foods in quantity; supervise a centralized school cafeteria; train, supervise and assist in supervising assigned staff.

REPRESENTATIVE DUTIES:

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Plan, supervise and participate in the major cooking, baking and serving tasks.

Assist in the training and supervision of assigned staff; train assistants in the methods and procedures of assigned tasks; organize and assign work in the kitchen.

Maintain proper sanitary conditions to meet health codes, including the cleaning of utensils, equipment and facilities; assure the proper storage of food.

Establish needed quantities; requisition foodstuffs and supplies; maintain inventory.

Lift heavy containers of food and supplies.

Prepare and maintain records including factor sheets, daily cash receipts and associated work sheets.

Inspect mobile food vans to determine if they are properly and adequately supplied with food and equipment as necessary. Transfer food to satellite schools in the District.

Buy specific food items as necessary.

Consult with Cafeteria Manager and the Food Service Director regarding cafeteria needs and conditions.

Prepare necessary inventory, sales and other reports.

Substitute for the Cafeteria Manager in his/her absence.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods of preparing, cooking and serving food in large quantities.
Inventory methods and practices.
Nutritional requirements of school-aged children.
Standard liquid and dry measurements.
Sanitation and safety practices related to cooking and serving food.
Storage and rotation of perishable food.
HACCP---Hazard Analysis of Critical Control Points
District Wellness Policy

ABILITY TO:

Plan, organize, supervise and participate in the preparation, cooking, baking and serving of a variety of foods in quantity.
Supervise a centralized or senior high/elementary school cafeteria.
Prepare and serve food in large quantities.
Operate commercial kitchen equipment and appliances.
Train and supervise assigned staff.
Prepare reports and maintain records.
Lift, carry, push and pull heavy containers of food and materials up to 50 lbs.
Requisition appropriate amounts of food and materials.
Estimate food quantities needed and order correct amounts for economical food service.
Follow health and sanitation requirements.
Understand and follow oral and written instructions.
Establish and maintain cooperative and effective working relationships with others.
Transport meals to other school sites in the food van.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent and responsible experience in preparing food in large quantities.

LICENSE AND OTHER REQUIREMENTS:

Must possess a valid California Driver's License along with a Safe Serve Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.

Exposure to hot foods, equipment and metal objects.

Incumbents in this class may be required to respond to emergency calls in the case of catastrophic events.

PHYSICAL DEMANDS:

Standing or walking for extended periods of time.

Dexterity of hands and fingers to operate kitchen equipment.

Lifting, carrying, pushing or pulling food trays, carts, materials and supplies.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

HAZARDS:

Exposure to sharp knives and slicers.

Hot surfaces and liquids.

Poisonous cleaning chemicals.