

## LA MESA-SPRING VALLEY SCHOOLS

### CLASS TITLE: CHILD NUTRITION SERVICES COOK

#### **BASIC FUNCTION:**

Under the guidance of the Kitchen Manager, prepares, cooks and bakes a variety of large quantities of food for assigned school sites; verifies quantities and specifications of orders; maintains facilities in a clean and sanitary condition; provides training and work guidance to assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assists in performing cashiering duties as assigned; operates a Point-of-Sale (P.O.S.) machine as assigned; receives money for food and beverages sold; maintains records of meals and beverages served and monies accepted as assigned; assists with preparing deposits according to established procedures.

Assists with performing functions of other nutritional services positions as assigned by the position; assists with serving duties as needed; refills and replenishes food and condiment containers as needed.

Cleans and maintains food service equipment, storage area, food preparation area, serving area, utensils and appliances; assure compliance with kitchen safety and sanitation regulations; monitors kitchen and cafeteria areas and assures a safe and sanitary working environment.

Communicates with personnel, departments, vendors and outside contacts to exchange information and resolve issues or concerns; responds to inquiries from staff, students and parents as assigned.

Cooks food both prepared and from scratch for student nutritional program and catered events as assigned; cooks and prepares food for other school sites as assigned; pans and prepares food for the following day according to established procedures; coordinates the storage of unused food; utilizes proper methods of storing foods.

Determines appropriate quantity of food items for cooking and baking; adjusts and extends recipes as needed; maintains food quality standards including appearance and nutritional requirements; monitors and records temperature of freezers and refrigerators as assigned.

Estimates food product quantities needed for operation; orders, receives, inspects, verifies and accepts deliveries of assigned food and supplies; monitors and inventories food products according to established procedures; stocks food, condiments and supplies.

Operates a variety of food service equipment including ovens, refrigerators, freezers and stoves; reports equipment malfunctions and facility repair needs to appropriate personnel.

Performs large-quantity cooking and baking in the preparation of foods in a production kitchen environment for students and personnel at assigned school sites; assures related activities comply with established safety and sanitation requirements; assures proper temperature of foods.

Prepares and maintains a variety of records and documentation related to assigned duties including daily food item distribution, inventory and assigned activities; processes and completes food transport sheets as required; prepares records of foods cooked and food left over as assigned.

Provides training and work guidance to assigned child nutrition services personnel; oversees the preparation, cooking and serving of food and beverage items and assures compliance with meeting mandated nutritional requirements and health standards.

#### **OTHER DUTIES:**

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs 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.

Operation of standard kitchen equipment, utensils and measurements.

Health and safety regulations.

Record-keeping techniques.

Inventory methods and practices.  
Basic math and cashiering skills.  
Storage and rotation of perishable food.  
Oral and written communication skills.

**ABILITY TO:**

Prepare, cook and bake a variety of foods in quantity at an assigned food service facility.  
Prepare food in accordance with health and sanitation regulations.  
Maintain food service equipment and areas in a clean and sanitary condition.  
Prepare appetizing and nutritionally balanced meals.  
Follow, adjust and extend recipes.  
Understand and follow oral and written instructions.  
Establish and maintain cooperative and effective working relationships with others.  
Observe health and safety regulations.  
Meet schedules and time lines.  
Communicate effectively both orally and in writing.  
Operate a POS and make change accurately.  
Train and provide work guidance to others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or equivalent GED and two years of experience in quantity food preparation including cooking and baking.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District’s Job Related Proficiency Test.  
Valid Food Safety Manager Certificate (ServSafe Certificate or its equivalent)  
Qualified candidates can take merit exam without certificate - but must be obtained prior to employment into the position.  
Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Managers per the USDA Guide to Professional Standards for School Nutritional Programs.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Food service environment.  
Subject to heat from ovens and freezing temperatures.

**PHYSICAL DEMANDS:**

Standing for extended periods of time.  
Hearing and speaking to exchange information.  
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.  
Dexterity of hands and fingers to operate food service equipment.  
Reaching overhead, above shoulders and horizontally.  
Bending at the waist, kneeling or crouching.  
Seeing to monitor food quality and quantity.

**HAZARDS:**

Heat from ovens.  
Exposure to very hot foods, equipment, and metal objects.  
Working around knives, slicers or other sharp objects.  
Exposure to cleaning chemicals and fumes.

**FLSA Status**

**Approval Date**

**Salary Range**

Non Exempt

3/01/08, 04/22/1, 10/29/15; 1/25/16 (Cook), 9/28/17

Classified 29