

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: COOK

BASIC FUNCTION:

Under the direction of an assigned supervisor, prepare, cook, bake and serve a variety of hot and cold menu items in large quantities at an assigned District site; assist in other food preparation duties as directed; maintain the facilities in a safe, clean, sanitary and orderly condition; train and provide work direction to staff at an assigned food service location.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversee and participate in the preparation, production, cooking and serving of hot and cold menu items including main dishes, meats, starches, vegetables, soups, gravies, sauces, salads and sandwiches; maintain adherence to food quality standards including appearance and nutritional requirements; monitor temperatures of food during cooking, cooling and serving to ensure that food safety standards are met.

Ensure that the food prepared and served meets the guidelines on menu specifications and recipes; determine the appropriate quantity of food items for cooking; measure and weigh ingredients; calculate, adjust and extend recipes.

Maintain facilities in a clean, sanitary and orderly condition; clean food service equipment, utensils and appliances; store supplies; ensure compliance with kitchen sanitation and safety procedures and regulations.

Operate a variety of standard kitchen equipment including ovens, stove/ranges, kettles, skillets, grills, broilers, slicers, choppers, mixers, dishwashers, warmers and other kitchen tools and equipment as required.

Coordinate the storage of unused food and supplies and disposal of unusable leftovers; utilize proper methods of storing and rotating foods; Assist with inventory and maintain routine records as directed; prepare records of foods cooked and foods left over.

Train and provide work direction to assigned food service employees; monitor the performance of staff in production, preparation and serving activities. Provide input to the Director and Supervisor regarding employee performance.

Prepare and cook food for a variety of special events and banquets as requested; assist during catered events as requested.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods of preparing, cooking and serving foods in large quantities.
Terminology, ingredients, equivalent measures and characteristics of ingredients and methods of substitution.
Food handling policies, procedures and regulations.
Proper food storage temperature, time and methods.
Portion control techniques.
Operation of standard kitchen equipment, utensils and measurements.
Sanitation practices related to the handling and serving of food.
Interpersonal skills using tact, patience and courtesy.
Basic math.
Record-keeping techniques
Oral and written communication skills

ABILITY TO:

Prepare, cook and serve a variety of foods in quantity at an assigned nutrition service facility.
Prepare and serve food in accordance with health and sanitation regulations.
Operate food service equipment safely and efficiently.
Maintain food service equipment and areas in a clean and sanitary condition.
Prepare attractive, appetizing and nutritious meals for students and staff.
Follow, adjust and extend recipes.
Ensure that food items are prepared, served and stored properly.
Work independently with little direction.
Communicate effectively both orally and in writing.
Train and provide work direction to others.
Meet schedules and time lines.
Plan and organize work.
Learn, interpret, apply and explain policies, procedures, rules and regulations related to assigned activities.
Establish and maintain cooperative and effective working relationships with others.
Observe and follow health and safety regulations.
Understand and follow written or oral directions.
Maintain records.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by specialized training or coursework in nutrition, quantity cooking or related field, and two years experience in quantity food preparation.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor kitchen environment.

Subject to heat from ovens.

PHYSICAL DEMANDS:

Standing for extended periods of time.

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

Walking

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:

Exposure to very hot foods, equipment, and metal objects.

Working around knives, slicers or other sharp objects.

Heat from ovens.