SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Senior Cook</th>
<th>REPORTS TO:</th>
<th>Assigned Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Food Services</td>
<td>CLASSIFICATION:</td>
<td>Classified</td>
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<tr>
<td>FLSA:</td>
<td>Non-Exempt</td>
<td>SALARY GRADE:</td>
<td>022 OSS</td>
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<td>REVISED:</td>
<td>September 24, 2019</td>
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</tbody>
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BASIC FUNCTION:
Cook a wide variety of foods such as entrees, vegetables, and soups in a larger secondary school or cluster program or in a multiple secondary program preparation kitchen.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Prepare, assemble, cook, and reheat a wide variety of foods such as entrees, vegetables, and soups.  
Set up steam tables and serving counters and serve food.  
Operate kitchen equipment including ovens, steam kettles, large electric floor mixers, and slicers.  
Convert and adjust recipes to prepare varying quantities of hot foods.  
Plan and organize daily work schedule in accordance with the weekly menu and with modified school delivery schedules.  
Unlock cafeteria and turn on stoves, ovens, and steamtables.  
Receive supplies, count food and other items, and record information.  
Take food temperature and refrigerate or maintain at proper temperature.  
Operate all points of service including a mobile food cart.  
Prepare periodic inventory of food and supplies; participate in monthly inventory.  
Maintain a variety of records at assigned site including free and reduced lunch participants against records; verify/input daily meal counts; prepare reports regarding meal participation and other items served and sold.  
Secure cafeteria and/or storage facilities at the end of the workday.  
Clean and care for equipment and assigned areas.  
Clean, scrape and wash trays, pots, pans, utensils and other kitchen equipment; sweep and mop floors.  
May be assigned to drive a food services golf cart to transport food at assigned site/location; may be assigned to perform catering activities at district non-school locations.
May order supplies.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**
Any combination of training, experience, and/or education equivalent to one year of experience as a cook or experience in a job classification with a high volume of cooking responsibilities.

**LICENSES AND OTHER REQUIREMENTS:**
Must successfully pass an approved food service safety certification examination within sixty days after appointment.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Use and care of kitchen utensils and equipment.
Modern methods of quantity food preparation, cooking, and service.
Weights, measures, safety, and sanitation methods.
Reading, speaking, and understanding English communication skills.
Interpersonal skills using tact, patience, and courtesy.

**ABILITY TO:**
Prepare and serve quantity foods.
Read, understand, and follow recipe instructions and to convert ingredients in order to yield desired quantities of food.
Operate point of service registers and/or computers and assigned related software applications.
Operate all points of service including mobile food carts.
Plan ahead and meet deadlines.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationship with others.
Lead the work of others.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Indoor or outdoor kitchen or cooking environment; storeroom and refrigerated/freezer areas.

**PHYSICAL REQUIREMENTS:**
Strength and energy sufficient to maintain a rigorous work schedule including lifting heavy pans and bowls; hearing and speaking to exchange information; seeing to read a variety of materials; standing for extended periods of time; dexterity of hands and fingers to operate kitchen utensils and equipment; bending at the waist; reaching overhead, above the shoulders and horizontally; lifting heavy objects up to 25 pounds.

**NOTE:** Many positions in the job class are part time. Part-time positions are subject to an increase or decrease in hours according to district needs.
DISTINGUISHING CHARACTERISTICS:
A Senior Cook is the highest level lead job class in the series as compared to Senior Food Service Worker, Senior Food Service Site Leader, and Food Service Site Leader. Incumbents are responsible for cooking a wide variety of foods in a large secondary or cluster program or in a multiple secondary program prep kitchen. Incumbents in this job class serve as a lead and provide guidance to food service workers or student helpers under the general supervision of a cafeteria supervisor and/or area supervisor.

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Revised 1.18.05
Job Code 8555
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