

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Cook	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Food Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	018 OSS
REVISED:	October 12, 2000		

BASIC FUNCTION:

Under general supervision, in a single secondary school preparation kitchen, prepare and cook all types of entrees and other hot food.

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 and cook a wide variety of hot foods such as entrees, vegetables, and soups. **E**

Operate mechanical kitchen equipment including large electric floor mixers and slicers. **E**

Set up steam tables and serving counters. **E**

Serve food. **E**

Clean and care for equipment and assigned areas. **E**

May assist with ordering supplies. **E**

Convert and adjust recipes to prepare varying quantities of hot foods. **E**

May direct the work of Food Service Substitute Workers or student assistants. **E**

Perform other duties reasonably related to this job class.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, experience, and/or training equivalent to: one year of experience as a Food Service Worker I or II, six months of which must have involved cooking duties.

LICENSES AND OTHER REQUIREMENTS:

Must successfully pass an approved food service safety certification examination before being hired into this job class or within 60 days after appointment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Use and care of ranges, ovens, and other kitchen equipment.

Modern methods of quantity cooking, food preparation and serving.

Weights and measures.

Safety and sanitation methods.

Reading and writing English communication skills.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Organize work.

Read, understand, and follow recipe instructions, and to convert recipe ingredients in order to yield desired quantities of food.

Lead the work of others.

Understand and follow oral and written directions.

Learn the procedures, functions and limitations of assigned duties.

Communicate effectively and maintain cooperative relationships.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor kitchen and cafeteria environment.

PHYSICAL REQUIREMENTS:

Bending at the waist; reaching overhead, above the shoulders and horizontally; hearing and speaking to exchange information; seeing to read a variety of materials; dexterity of hands and fingers to operate computerized cash registers and other equipment.

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.

APPROVALS:

Deputy Administrative Officer
Human Resource Services

Date

Director-Human Resources

Date