

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Pastry Cook	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Food Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	018 OSS
<b>REVISED:</b>	August 21, 2001		

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**BASIC FUNCTION:**

Prepare all types of breads, pastries, and other desserts in a secondary school 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 and bake bread, pastries, and other desserts. **E**

Convert and adjust recipes to prepare varying quantities of breads, pastries, and other desserts. **E**

Operate kitchen equipment including ovens and electric mixers. **E**

Set up serving counters. **E**

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

Assist with ordering supplies. **E**

May direct the work of Food Service workers, Food Service Substitute Workers or student assistants.

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 Food Service Worker I or II with simple baking and pastry duties or one year of experience in quantity food preparation in an institutional, restaurant, or bakery environment.

**LICENSES AND OTHER REQUIREMENTS:**

Must successfully pass an approved food service safety certification examination within 60 days after appointment.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Use and care of kitchen utensils and equipment.  
Modern methods of quantity baking and dessert preparation, 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 breads, pastries, and other desserts.  
Read, understand, and follow recipe instructions and to convert ingredients in order to yield desired quantities.  
Plan ahead and meet deadlines.  
Understand and follow oral and written directions.  
Communicate effectively and maintain cooperative relationships.  
Direct the work of others.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor or outdoor kitchen or cooking 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 kitchen utensils and equipment; physical condition to maintain a rigorous work schedule, including lifting heavy pans and bowls.

**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.

Revised 3.26.04—PeopleSoft

Job Code 8553

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