

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Senior Cook	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Food Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	022 OSS
REVISED:	January 18, 2005		

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. **E**

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

Operate kitchen equipment including ovens, steam kettles, large electric floor mixers, and slicers. **E**

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

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, steamtables. **E**

Receive supplies, count food and other items, and record information. **E**

Take food temperature and refrigerate or maintain at proper temperature. **E**

Direct the work of food service workers or student helpers.

Operate point of service registers and count money; prepare daily receipts and deliver to the main office at assigned site for pick-up. **E**

Prepare periodic inventory of food and supplies; participate in monthly inventory. **E**

Maintain student database at assigned site; prepare a variety of reports regarding meal participation. **E**

Secure cafeteria and/or storage facilities at the end of the workday. **E**

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

Clean, scrape and wash trays, pots, pans, utensils and other kitchen equipment; sweep and mop floors. **E**

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 in the job class of Food Service Worker II with a cooking assignment.

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.
- Plan ahead and meet deadlines.
- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with others.
- Direct the work of others.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor or outdoor kitchen or cooking environment.

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.