

DELANO UNION SCHOOL DISTRICT

COOK II

BRIEF JOB DESCRIPTION

Under supervision of the Director of Food Services or Food Supervisor I, the Cook II performs specialized and skilled tasks in the preparation and cooking of a variety of foods in a productive food service facility. Maintains productive activities at a high level of quantity and quality. Maintains food service area in an orderly, safe, and sanitary condition.

REQUIRED QUALIFICATIONS:

Must be knowledgeable of methods and procedures, and techniques of preparing, cooking, and baking foods in large quantities; sanitation, safety practices, and procedures; standard cafeteria appliances and equipment; nutrient values of foods, and National School Lunch Program and School Breakfast Program requirements. Must have the ability to increase or decrease recipe quantities as required, operate packaging equipment, and perform basic arithmetical calculations. Must possess a valid California Motor Vehicle Operator's License.

Experience Two (2) years experience in quantity food preparation including cooking, packaging, and kitchen maintenance in a commercial, institutional, or school food service operation.

Education Graduation from high school or equivalent, supplemented by training in nutrition, quantity cooking, or other related areas. ServSafe Certification required.

Essential Functions of this Position:

1. Helps cook meals, prepares salads and sandwiches; carves meat and dishes up food;
2. Helps with the cleaning of the kitchen, kitchen equipment and eating utensils;
3. Maintains records and advises Cook III of items needed in his/her area of responsibility;
4. From menus production records assists with ordering of products and supplies from the warehouse;
5. May participate in the research and testing of new products;
6. May participate in banquet and catering service;
7. Assists in arranging proper storage of food and supplies;
8. Assists new personnel in methods or procedures of tasks assigned;
9. Works with custodial and maintenance staffs in the maintenance and safety of the kitchen and equipment;
10. Assists with standards of sanitation that will pass County Health Department inspections;
11. Coordinates, organizes, and participates in the preparation, packaging, cooking, baking and preparation in the transportation of a variety of foods;
12. Reviews and follows recipes from menus in the preparation of meat, other main dishes, and specialty food items;

13. May act as cashier which includes the counting of monies and accountability of cash receipt records.
14. Incorporated within one or more of the previously mentioned essentials functions of this job description are the following essential physical requirements. Place the applicable number from the chart below that best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis.

- | | |
|----------------------------------|---|
| 1. Seldom = Less than 25 percent | 3. Often = 51.75 percent |
| 2. Occasional = 25-50 percent | 4. Very Frequent = 76 percent and above |

- 2 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand normal conversation.
- 3 f. Ability to bend and twist, stoop, kneel, push and pull.
- 4 g. Ability to stir.
- 1 h. Ability to lift 40 lbs.
- 2 i. Ability to carry 15 lbs.
- 4 j. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____

Date: _____

Authorized Representative: _____

Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.