

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: PROGRAM SUPPORT
CLASSIFICATION: DIRECT SUPPORT
JOB TITLE: COOK

BASIC FUNCTION:

Under the direction of the Food Service Supervisor or designee, plan, prepare and cook a variety of meals for the County Office; wash dishes and clean utensils, kitchen equipment and maintain food service areas in a clean and sanitary condition; train and provide work direction to assigned staff.

REPRESENTATIVE DUTIES:

Plan, prepare and cook a variety of cultural meals for the County Office. ***E***

Train and provide work direction to assigned staff; participate in performance evaluations; attend and conduct in-service training and meetings as assigned. ***E***

Requisition, receive, store and rotate food items and supplies according to established procedures. ***E***

Conduct daily inventory as required and prepare and maintain related records and reports. ***E***

Operate a variety of kitchen equipment including stove, mixer, slicer, blender, and other equipment. ***E***

Maintain kitchen area including pantry, refrigerator and freezer, utensils, and kitchen equipment, in a clean, safe and organized manner. ***E***

Ensure meals are age appropriate and prepared in an attractive and appealing manner. ***E***

Prepare meals in accordance with the Head Start Performance Standards and Children's Services nutrition guidelines. ***E***

Complete appropriate mealtime documentation that is in compliance with United States Department of Agriculture (USDA) and Child and Adult Care Good Program (CACFP) regulations. ***E***

Prepare meals that follow the USDA and CACFP meal standards for infants, toddlers, preschool children, seniors, and the National School Lunch Program. ***E***

Prepare meals that meet the dietary needs for children with food allergies or other conditions requiring a special diet. ***E***

Complete menu production records in advance and ensure all required menu items (food and non-food) are available. ***E***

Calculate the quantity of food required to serve a designated number of children and adults. ***E***

Prepare and maintain records pertaining to the food service operations; ensure all paperwork (worksheets, menus, receipts, temperature logs, transport records, etc.) are accurate, organized and turned in on time. ***E***

Maintain an inventory of food and non-food items. ***E***

Ensure that food transported is maintained at the recommended temperatures, includes accurate transport records and delivered in a timely manner. **E**

Maintain established standards of sanitation, safety practices, including personal appearance and hygiene. **E**

Maintain current MSDS of all chemicals used in the kitchen that is readily accessible to staff. **E**

Work as a team member and communicate in a positive manner. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Proper methods of preparing, cooking, and serving foods
- Kitchen sanitation and safety precautions
- Operation, cleaning, and caring for utensils and equipment
- Principles of training and providing work direction
- Sanitation practices related to food preparation
- Operation of kitchen equipment and utensils
- Health and safety practices
- Proper methods of storing food, equipment, and supplies
- Working cooperatively with others
- Adequate amounts and kinds of foods recommended for young children

ABILITY TO:

- Plan, prepare and cook a variety of nutritious meals for children
- Requisition proper amounts of foods and supplies
- Train and provide work direction to others
- Maintain routine records pertaining to food service operations
- Read, understand and follow recipes
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
- Understand and carry out oral and written instructions
- Work cooperatively with others
- Maintain confidentiality
- Calculate the quantity of food required
- Organize and prioritize work to meet meal schedules
- Work independently
- Work safely and efficiently within time constraints
- Lift and carry objects weighing up to 50 pounds
- Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Any combination equivalent to: High school diploma or GED, sufficient training to demonstrate the knowledge and abilities listed above, and three years professional food service experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and disclosure of CA-DMV Driver Record (INF-1125) upon hire and/or request.

ServSafe Certification

Pre-employment physical examination with Lift test

WORKING CONDITIONS:

ENVIRONMENT:

Food service/kitchen setting

Constant interruptions

PHYSICAL ABILITIES:

Standing and walking for extended periods of time

Lifting and carrying objects weighing up to 50 pounds

Dexterity of hands and fingers to operate kitchen equipment

Reaching overhead, above the shoulders and horizontally to retrieve and store supplies

Seeing to assure proper quantities of food

Hearing and speaking to exchange information by telephone or in person

Bending at the waist, kneeling and squatting

Taste and smell

HAZARDS:

Exposure to cleaning chemicals, kitchen equipment, sharp knives and other objects used in a food service operation

Potential for contact with blood-borne pathogens

Moving mechanical parts

Extreme cold and extreme heat

Employee Group: Classified - Unrepresented

FLSA Status: Non-Exempt

Salary Schedule: 601

Approval Date: April 2022