

Job Description

San Ramon Valley Unified School District

Cook

Purpose Statement

The job of Cook is to prepare and cook items following a prescribed menu while maintaining proper food safety and Hazard Analysis Critical Control Points (HACCP) protocols. The Cook has good knowledge of methods of large-scale cooking and baking, including the use and care of kitchen equipment and utensils, and cleaning materials and sanitation procedures with specific responsibilities for preparing food, cooking and distributing food and supplies; preparing food for transport; maintaining facilities in a safe and sanitary condition and guiding assigned personnel in the performance of their job functions. The Cook must plan work efficiently for the economic use of food supplies and equipment, follow written and oral instructions, and use basic math to adjust and execute recipes.

This job reports to Assigned Site Manager

Essential Functions

- Prepares and cooks/bakes large-scale meals for the purpose of serving food to students and adults.
- Prepares foods using approved methods of preparation and quantity recipes for the purpose of maximizing efficiency, standardizing product, and complying with nutritional requirements.
- Adjusts recipes, using basic math skills for the purpose of optimal scheduled meal distribution.
- Estimates quantity of food needed to meet menu requirements for the purpose of ensuring sufficient supply, maximizing product usage, and minimizing food waste.
- Assists in the storage and care of foods and supplies for the purpose of maintaining equipment.
- Assists in cleaning of the kitchen, serving, storage, and dining areas and the care of equipment for the purpose of maintaining sanitary conditions and ensuring functionality.
- Ensures food preparation and serving areas meet acceptable cleanliness and sanitary standards for the purpose of meeting health requirements.
- Supports assigned personnel for the purpose of assisting them in food preparation and serving functions in a safe and efficient manner.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to Production Kitchen processes; communicating effectively with others; guiding and mentoring other staff; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment and equipment found in a commercial kitchen; using pertinent software applications; and applying assessment instruments.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily

perform the functions of the job include: Knowledge of Production Kitchen operation; safety practices and procedures; quantify food preparation and handling; and sanitation practices; codes, laws, rules, regulations, and policies; health standards and hazards; methods of quantity cooking; and stages of child development.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; working with detailed information/data; adapting to changing work priorities; displaying mechanical aptitude; maintaining confidentiality; meeting deadlines and schedules; organizing tasks; and working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 50% walking, and 40% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is desired.

Education (Minimum): High school diploma or equivalent.

Required Testing

None Required

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Certificates and Licenses

CA Food Manager ServSafe Certification

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

May 17, 2022

Salary Grade

Range 6