

Merced County Office of Education

Position Description

Position: Cook (CGMOS)	Position Number: 13A/Z
Department: Educational Services	FLSA: Non-Exempt
Signature _____ Date _____	Salary Grade: CSS / 109

Summary

Under the direction of the Principal and Senior Cook, the Cook performs a variety of kitchen tasks involved in meal preparation, as well as keeping kitchen areas and equipment in a clean, sanitary and orderly condition. Working knowledge of Institutional cooking in an educational or equivalent setting.

Essential Duties and Responsibilities

- Prepares meals according to stated menus. Organizes ingredients and sequences food production. Computes adequate food product to meet projected quantities.
- Prepares set-ups and works counters during meal service. Participates in the serving of hot lunches to students and teachers. Participates in the preparation of main dishes, baked goods and other food items.
- Cleans all areas used in meal preparation, i.e., washes dishes, pots, pan, countertops and tables. Maintains kitchen appliances in clean, sanitary and orderly condition.
- Monitors the preparation, serving and storage of food to ensure compliance with County Office and sanitation requirements. Keeps running inventory of items used with each meal, i.e., milk, commodities, food and non-food items.
- Assures proper transport of perishable food items to and between facilities.
- Assures cleanliness and maintenance of food production equipment and supplies. Inspects and participates in cleaning and maintaining equipment. Keeps stockroom shelves clean and orderly.
- Assists operations in guest relations such as check in/out processes, facilities and grounds maintenance, snow removal and other support services to balance workload with existing staff levels.
- Cleans and stocks laundry and staff bathrooms as required.
- Attends meetings related to the food service operation.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

This position requires working knowledge of institutional quantity food preparation and packaging methods, procedures, and service. Requires a working knowledge of food and meal production, sequencing of ingredients, catering, dietary record keeping, and kitchen sanitation. Requires a working knowledge of modern machines and equipment used in institutional cooking and service lines. Requires working knowledge of inspection techniques for visual appearance, temperature, and cleanliness. Requires knowledge of and ability to use a personal computer to access, track meals, and

record information. Requires sufficient arithmetic skills to compute weights, measures, counts, and portions. Requires sufficient reading skills to interpret menus, ingredient lists, and preparation instructions. Requires sufficient human relations skills to convey a positive attitude and to achieve a harmonious work setting.

▪ **Abilities**

Must be able to perform all of the essential duties of the position under general supervision. Requires the ability to independently maintain and monitor a safe and clean kitchen environment. Requires the ability to understand and follow food service policies, procedures, rules and regulations. Requires the ability to train entry level food service staff and perform basic record keeping functions. Requires the ability to read and understand written directions and recipes and to calculate weights and measurements. Requires the ability to learn, understand and apply safety and sanitation regulations.

▪ **Physical Abilities**

Requires general arm, hand, leg, and body coordination to use standard large kitchen equipment. Requires sufficient hand coordination to use kitchen utensils and equipment and move and position hot materials. Requires the ability to see and read printed matter, speak so that others may understand, and hear and understand speech. Working environment requires physical ability to stand for extended periods of time, sit, bend over, grasp, reach overhead, crouch, stoop, twist, climb and balance. Requires the ability to push and/or pull with a maximum force of 68 pounds on objects, move, lift and/or carry up to 58 pounds occasionally, 30 pounds frequently and 15 pounds constantly to various heights. Requires the ability to handle hot material and work in an environment dominated by wide temperature extremes.

▪ **Education and Experience**

This position requires a High School diploma or recognized equivalent plus six months of on the job training in food service and six months of experience in preparing meals for large groups, including full meal planning.

▪ **Licenses and Certificates**

- May require valid California driver's license, minimum amount of liability insurance required by law.
- May require a DMV Driver Record printout.
- Safe-Serve or equivalent certification is required.
- Requires satisfactory results from pre-employment strength test.

▪ **Working Conditions**

Employees in this position will be required to work indoors and outdoors in an outdoor school environment consisting of cabin dwellings, large activity rooms, mountainous terrain and bodies of water, snow and ice. Extreme weather conditions where significant safety consideration exists. Employees may be required to work a flexible workweek, which may/will include days, evenings and some weekends.

This job description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.