



MILLBRAE SCHOOL DISTRICT
FOOD SERVICES COOK – CENTRAL KITCHEN
CSEA SALARY RANGE 13
182 DAYS

QUALIFICATIONS

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| A. Education | Required: High School Diploma or the equivalent
Preferred: College credit in related course work. |
| B. Experience | Required: Two years of paid experience in food preparation and kitchen maintenance. One year of food service supervision. |
| C. License or Certifications | Required: Food Service Sanitation Certificate within six months of employment
Required: Valid CA Driver's License |

POSITION DESCRIPTION

Under the general supervision of the Food Services Supervisor, plan, organize, participate, and supervise in preparation and serving of food; assist in maintaining food service facilities, equipment and utensils in a clean and sanitary condition; perform cashiering, point of sales, and record-keeping duties; conduct inventory.

DUTIES AND RESPONSIBILITIES

- A. Assists in menu preparation.
- B. Reviews and orders food supply needs.
- C. Accepts food deliveries.
- D. Estimates, orders, receives and checks food and supplies.
- E. Counts daily food services money and tickets,
- F. Supervises and participates in cooking and food preparation activities.
- G. Assists in preparation of entrees.
- H. Sells a la carte items.
- I. Prepares side dishes such as rice, salads, pastas, in quantity.
- J. Operate a cash register, point of sales machine, accept payments for food and pre-purchased meals; record sales using a computerized cash management system.
- K. Clean and store dishes, utensils, cafeteria equipment and food supplies; maintain work area in a clean and sanitary condition.
- L. Prepares and reviews daily food reports.

Original Board Approval 11/19/01
Proposed Revisions to CSEA 2/19/15
Approved by CSEA 5/28/15
Board Approved 6/2/2015
Reformatted: July 2018



- M. Maintains regular and prompt attendance in the workplace.
- N. Performs other duties as assigned.

REQUIREMENTS

Knowledge of:

- A. Basic methods of food preparation, cooking, baking and serving in large quantities
- B. Principles and methods of menu planning.
- C. Sanitation principles applicable to food serving and kitchen maintenance.
- D. Basic food serving equipment and utensils.
- E. Principles of supervision.
- F. Proper lifting techniques.
- G. Basic math and cashiering skills.
- H. Basic record-keeping techniques.
- I. Operation of food service equipment and computerized cash management systems.
- J. Interpersonal skills using tact, patience and courtesy.
- K. Storage and rotation of perishable food.

Ability to:

- A. Supervise food service workers.
- B. Plan the preparation and serving of food in large quantities.
- C. Learn rules and regulations pertaining to health and safety in the cafeteria.
- D. Operate school food service equipment in a clean and sanitary condition.
- E. Prepare and assemble food items and ingredients.
- F. Understand and carry out oral and written instructions. The ability to carry out oral and written directions, read, writes and speaks at a level sufficient to fulfill the duties to be performed for the position described.
- G. Assure that food items are prepared, served and stored properly.
- H. Operate a computerized cash management system and make change accurately.
- I. Learn, interpret, apply and explain policies, procedures, rules and regulation related to assigned activities.
- J. Meet schedules and timelines.
- K. Establish and maintain effective working relationships.
- L. Maintain consistent, punctual and regular attendance.
- M. Prepare records.

PHYSICAL DEMANDS

1. Stand and/or walk on hard and/or uneven surfaces for extended periods of time
2. Reach overhead, grasp, push/pull up to 50 pounds for short distances



3. Bend, squat, stoop and/or climb for extended periods of time
4. Lift and/or carry up to 50 pounds to waist height for short distances
5. Enter data into a computer terminal and operate standard office equipment for extended periods of time

ENVIRONMENTAL CONDITIONS

The Cook will be required to work indoors in a standard office or kitchen environment and may come in direct contact with district staff, students, parents and the public. In addition, employees in this position may occasionally perform duties and responsibilities that occur outside school buildings and facilities in serving lines that may be indoor and/or outdoor at school related activities and events. Employees in this position will be exposed to moderate noise levels from food service equipment, cafeterias and/or exhaust fans. Must wear closed toe, non-slip shoes, professional, casual work attire, and as required by a particular assignment wear protective and/or hygienic equipment or clothing as required. Cook must comply with all food handler personal hygiene, grooming and safety standards.