

**CHICO UNIFIED SCHOOL DISTRICT
CAFETERIA COOK SMALL SCHOOL**

DEFINITION

Under direction of the Director-Nutritional Services, this classification prepares, cooks, and serves a variety of foods, serves as cashier, and prepares reports/documents for the Nutrition Services Office.

SUPERVISION EXERCISED - Exercises technical and functional supervision over nutrition services staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Prepares, cooks, and serves entrees, salads, sandwiches, and other food items;
- Sets up service counters including trays and other items necessary for serving food;
- Sanitizes the kitchen including, but not limited to, utensils, equipment, and appliances;
- Collects and accounts for money collected and reports daily meal totals utilizing a Point of Sale system;
- Order food and supplies to meet menu requirements; arrange for proper storage of food and supplies, complete inventories.
- Assist in maintaining inventory of beverage and meal items and supplies; put away ordered stock.
- Ensure compliance by following Local, State, and Federal regulations.
- Administer First Aid and CPR as authorized under current standard certification as necessary.
- Performs related work as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of a school food service program;
- Procedures, methods, and techniques of cooking, preparing and serving food, and maintaining a clean and sanitary kitchen and food service area;
- Principles, practices, and procedures of proper sanitation and cleaning applicable to serving food and kitchen maintenance;
- Pertinent Federal, State, and local laws, codes, and regulations;
- Use, care, and operational characteristics of modern institutional kitchen utensils, appliances, and equipment;
- Occupational hazards and standard safety practices necessary in food preparation and service;
- Basic principles, methods, and techniques of inventory maintenance;
- Procedures and methods of food and supply ordering;
- Basic mathematical principles;
- Proper food handling and storage practices and procedures;
- Principles and procedures of recordkeeping and reporting.

Skill to:

- Operate a variety of modern institutional kitchen tools, appliances, and equipment in a safe and effective manner;
- Operate basic office equipment and input data using appropriate software;
- Use and operate weighing and measuring devices;
- Accurately tabulate, record, and balance transactions;
- Successfully utilize a Point of Sale system;
- Communicate effectively and professionally both verbally and electronically.

Ability to:

- Understand and carry out oral and written instructions;
- Maintain cooperative working relationships with students, teachers, administrators, and co-workers;
- Learn procedures of reporting, ordering, and operation of a school cafeteria;
- Complete required Local, State, and Federal training/certification programs;
- Learn principles and practices of First Aid and CPR.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination of education and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

- Two (2) years of institutional food preparation and kitchen maintenance experience.

Training:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
- Specialized training or coursework in food preparation, basic child nutrition, or a related field is desirable.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Ability to obtain and maintain certification for ServSafe by the end of the 5th month of employment.
- Ability to obtain and maintain certification in First Aid and CPR by the end of the 5th month of employment.

PHYSICAL DEMANDS

- Essential duties require the following physical skills and work environment:
- Ability to stand, walk, crouch, stoop, squat, twist, and lift & move 50 lbs; exposure to cold, heat, noise, chemicals, and mechanical hazards.