

Job Description

Position:

Lead Cook

General Description:

Under the direction of the Director of Food and Nutrition Services, assists in all phases of food preparation and serving.

Job Goal:

To prepare and serve nutritious and appetizing meals which influence students' learning, physical health, and overall well-being.

Specific Duties and Responsibilities:

- Opens the kitchen.
- Prepares and cooks a variety of hot and cold food for breakfast and lunch on a daily basis.
- Prepares monthly menu.
- Prepares a weekly list of food and supplies needed for meals.
- Maintains menu production records for lunch and oversees breakfast menu production records.
- Serves student meals.
- Rotates food for freshness and restocks all beverages daily. Maintains and oversees restocking of all food and other supplies.
- Maintains kitchen utensils, equipment and serving dishes in a clean and sanitary condition.
- Operates mechanical and electrical food machinery.
- Maintains accurate student breakfast and lunch counts.
- Maintains inventory of food and supplies.
- Oversees food storage.
- Assists with commodity deliveries.
- Assists with control of student lines and servers.
- Assures that daily production levels and standards are met as mandated by State and Federal regulations.
- Turns in the daily cash to the Director of Food and Nutrition Services.
- Attends workshops or other training programs pertaining to food services and trains other staff as needed.
- Other related duties as assigned.

Required Skills and Knowledge:

- Ability to work independently.
- Ability to follow written recipes.
- Ability to work with and around students and staff.
- Ability to accurately count money and make change.
- Ability to both carry out and give written and oral directions.
- Familiarity with all laws, regulations and procedures governing school meals.
- Ability to organize, track and accurately document inventory.

- Experience in food preparation and serving for large numbers of people.
- Knowledge of computer systems and applications.

Minimum Qualifications:

- Possess a valid California Driver's License.
- Possess an earned high school diploma or equivalent.
- Meets Health Department standards for food service worker.
- Acquire the Food Handlers/Serve Safe Certificate within the first year of employment through professional development provided and/or arranged by the District.

Physical Requirements:

Standing and walking for extended periods of time; lifting up to 25 pounds; dexterity of hands and fingers to operate kitchen equipment; pushing and pulling objects, food trays and carts weighing up to 50 pounds or more; reaching overhead, above shoulders and horizontally; and bending at the waist.

Working Conditions:

Environment: Food Service facility environment; subject to heat from ovens, cold from walk-in refrigerators and freezers, and working variable hours.

Hazards: Exposure to very hot foods, equipment and metal objects used in cooking and baking, sharp knives and slicers, detergents, abrasive cleaning solvents and disinfectants, and risk of falls.

Hours:

8 hours a day.

Days:

183 days per year. Vacation, holidays and sick leave as required by the classified contract and Education Code.

Salary:

Range G of Classified Salary Schedule

Evaluation:

Director of Food and Nutrition Services