

CLOVIS UNIFIED SCHOOL DISTRICT

Job Description: Cook/Baker

Salary Grade: 11

Salary Schedule: Operations

Department: Campus Catering

Reports to/Evaluated by: Campus Catering Supervisor

FLSA: Non-Exempt

SUMMARY

Performs a variety of food preparation duties according to planned menus, recipes, and the number of persons to be served. Prepares and cooks meals in large quantities for various elementary and intermediate school sites. Serves food and handles money transactions. Maintains the kitchen in a clean and sanitary fashion.

NATURE AND SCOPE

Work is performed under the general supervision of the Campus Catering Supervisor. Prepares food for various sites. Work assignments may vary among locations; however, duties are routine, and follow well-established policies, procedures, and sanitation guidelines. Work is checked for accuracy regarding food quantities, kitchen sanitation and safety. Work is performed in a commercial kitchen environment with safety considerations such as exposure to heat, extended standing, bending, lifting, and stooping.

DISTINGUISHING CHARACTERISTICS

Advancement requires the performance of more complex duties including cooking and baking a variety of items for a salad bar, hot food line, sandwich line and designated schools. This position represents the fourth level on the Campus Catering career ladder. To advance to Campus Catering Assistant Supervisor, prospective incumbents require additional background to integrate food service activities in an industrial kitchen environment.

ESSENTIAL TYPES OF DUTIES (Examples)

- Participates in the district's meal programs to include but not limited to National School Lunch Program (NSLP), School Breakfast Program (SBP), Seamless Summer Food Program, the NSLP Afterschool Snack program, Child and Adult Care Food Program.
- Assists in preparing institutional quantities of food items for established menus such as baked goods, meat dishes, main dishes, salads, sandwiches, and snack bar food items.
- Prepares and bakes breads, rolls, buns, cakes, cookies, and other baked goods.
- Sets up serving areas for students, teachers, and other personnel.
- Maintains work and serving areas in a sanitary manner including counters, tables, food containers, and other equipment.
- Assists in food preparation for special events.
- Assists with inventory and maintains records. Checks food service deliveries and supplies.

Cook/Baker I

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- Organizes serving areas.
- Serves breakfast and lunch.
- Trains and provides work directions to Campus Catering Assistants and students.
- Operates miscellaneous kitchen/cafeteria equipment such as slicers, mixers, proofer, steamer/oven, chopper, and dishwasher.
- Serves as cashier in a cafeteria, lunch line or snack bar. Counts money and completes relevant food service reports.
- Prepares food items for service.
- Ensures appropriate food quantities for satellite sites.
- Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge and Skills: Basic knowledge of institutional quantity food preparation and methods, procedure and service, weights and measures, kitchen safety and sanitation.

Abilities: Must be able to perform all the essential duties of the position under general guidance. Must be able to understand and follow District Food Service policies, procedures, rules, and regulations. Must be able to perform duties with a focus on safety and sanitation. Must be skilled in operation of commercial kitchen equipment. Requires the ability to read and understand written direction and recipes and to calculate weights and measurements. Must be able to learn, understand, and apply safety and sanitation regulations. Must be able to reconcile daily money transactions and keep records. Requires general arm, hand, leg, and body coordination to use standard large kitchen equipment. The kitchen work environment requires physical ability to stand for extended periods of time, bend, stoop, and infrequently lift objects up to 50 pounds.

Education and/or Experience: High School diplomat and one year food service experience or equivalent. College classes in Menu Design and Safety, Sanitation, and Equipment or equivalent are required. Food Safety certification is required pursuant to *CalCode*, Section 113947.1. Certification shall be achieved by successfully passing an examination from an accredited food protection manager certification organization. The certification organization shall be accredited by the American National Standards Institute as meeting the requirements of the Conference for Food Protection's "Standards for Accreditation of Food Protection Manager Certification Programs."

Licenses and Certificates: Requires a valid driver's license.