

CLOVIS UNIFIED SCHOOL DISTRICT

Position: Cook/Baker SOS

Salary Grade: 13

Salary Schedule: Classified

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 Sierra Outdoor School. Serves food and handles money transactions. Maintains the kitchen in a clean and sanitary fashion.

DISTINGUISHING CAREER FEATURES

Advancement from Cook/Baker I requires the performance of more complex duties including, cooking and baking a variety of items for Sierra Outdoor School, salad bar, hot food line, sandwich line. This position represents the forth level in the food service career ladder. To advance to Food Service Supervisor, incumbents require additional background to integrate food service activities in an industrial kitchen environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares 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 large quantities of 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, includes counters, tables, benches, food containers and other equipment.
- Prepares baked goods for special events.
- Assists with inventory and maintains simple records. Checks food service deliveries and supplies.
- Organizes catering trays and serving areas.
- Serves breakfast and lunch.
- Trains and provides work direction to Food Service Assistants and students.
- Operates miscellaneous kitchen/cafeteria equipment such as slicer, mixers, french fryer, steamer/oven, chopper, and dishwasher.
- Serves as cashier in a cafeteria, lunch line or snack bar. Counts money and completes relevant food service reports.
- Performs related duties and responsibilities as required.

QUALIFICATIONS

- **Knowledge of:** Basic knowledge of institutional quantity food preparation, methods, procedure and service, weights and measures, kitchen safety and sanitation.
- **Ability to:** Must be able to perform all of the essential duties of the position under only 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.
- **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 & Certificates:** May require a valid Driver's License.
- **Working Conditions:** Work is performed in a commercial kitchen environment with safety considerations such as exposure to heat, extended standing, lifting and stooping. Working environment requires physical ability to stand for extended periods of time, stoop and infrequently lift objects up to 50 pounds.