

JOB DESCRIPTION
Tahoe Truckee Unified School District

COOK

Purpose Statement:

The job of Cook is done for the purpose/s of preparing food items that meet mandated nutritional requirements and/or requests of students and/or school personnel; verifying quantities and specifications of orders; and maintaining facilities at assigned site in a safe and sanitary condition; ensuring availability of quantities of items; providing written support to convey information; and complying with mandated health standards.

Essential Functions

- Arranges food and beverage items at the cafeteria counter and on the snack cart for the purpose of making items available for purchase by students and staff.
- Bakes one or more items of baked goods (e.g. cookies, rolls, buns, cakes, etc.) for the purpose of providing food items to meet projected meal requirements.
- Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Cooks food, either prepared and/or from scratch for the purpose of meeting projected meal requirements.
- Directs food service personnel at assigned site for the purpose of assisting them in performing their functions in a safe and efficient manner.
- Estimates food preparation amounts for the purpose of meeting projected meal requirements and minimizing waste.
- Inspects food items and/or supplies for the purpose of verifying quality and usability of items.
- Maintains food inventories (e.g. freezer, dry goods, etc.) for the purpose of having supplies available to prepare required meals.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Monitors safe storage and handling of food (e.g. temperature, sealed containers, clean equipment, etc.) for the purpose of maintaining the quality and safety of food.
- Oversees the preparation, cooking and serving of food and beverage items for the purpose of ensuring the delivery of items that meet mandated nutritional and health standards.
- Prepares food for special diets (e.g. food ordered by a Physician or Nutritionist, etc.) for the purpose of meeting the special needs of students and staff.
- Prepares purchase orders, reports and reconciliation's for the purpose of accounting for monies received and materials and goods distributed.
- Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding food items.
- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

- Attends meetings (e.g. workshops, training's, in-service activities, etc.) for the purpose of receiving and/or conveying information.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in food service operations; basic bookkeeping and record keeping; supervision.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: health standards related to food handling and storage; safety practices and procedures; principles and methods of quantity food preparation; supervision practices

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; displaying tact and courtesy; working as part of a team; intermittently perform moderate physical demanding activities; working under limited supervision.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 20% walking, and 60% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

None Specified

Certificates & Licenses

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance

FLSA Status

Approval Date

Salary Grade

Clafd. 10