



Fremont Union High School District

Position: Cook/Baker

Department/Site:	Food Services School	Range:	105
Reports to/ Evaluated by:	Food Services Manager	Work Year:	183
		Months:	10

Summary of Basic Functions & Responsibilities

Performs baking, cooking, and a variety of food preparation and serving duties according to planned menus, recipes, and the number of persons to be served at an assigned location. Assists in other food preparation duties as directed; maintains facilities in a clean and sanitary condition. Coordinates the work of Food Service Assistants for food preparation. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Organizes and sequences preparation of cooked and baked food items and service. May assign heating and final prep to other team members, and coordinate service.
- Prepares baked goods and cooked items such as meats and prepared meals using ovens, stoves, grills, and heating devices. Determines quantity and type of ingredients, and the sequencing of steps to produce final products. Assigns steps to other Food Service Assistants.
- Prepares other food items such as slicing meats, breads, and salad bar foods. Cuts fruits and vegetables and prepares packaged portions and/or serving trays. Operates miscellaneous kitchen equipment such as a slicing machine, mixer, and warming oven.
- May serve as team leader when attending a food production station, assembling, sealing, and stacking large volumes of standardized portions of food items onto transferable food carriers.
- Maintains production records.
- Monitors and records food temperatures at regular intervals during heating and cooling of food items.
- Serves as a cashier, accepting money and POS transactions and assisting in compilation of daily receipts and counts.
- Enter student information onto databases used for school food service, entering data to established data entry screens.
- May be required to act in place of the Food Services Supervisor in his or her absence
- Maintains work areas in an acceptable safe and sanitary condition. Washes, sanitizes and cleans kitchen equipment, surfaces, and serving areas. Sweeps floors. Fills and wipes off condiment containers. Restocks napkin and eating utensil dispensers.
- May launder linens and other materials requiring special cleaning and handling.
- Assembles, counts, and may assist with delivering meals to remote school sites.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires knowledge of institutional quantity food preparation, methods, procedures, and service.
- Requires knowledge of health and safety regulations.
- Follows sanitation and safety practices relating to cooking, baking and serving food.
- Requires knowledge of food storage and sanitation procedures.
- Requires knowledge of kitchen/production facility safety and safe work procedures.
- Requires basic knowledge of food production line processes.
- Knows the methods of preparing and serving food in large quantities.
- Understands the proper methods of storing equipment, materials and supplies.
- Requires sufficient arithmetic skills to compute weights, measures, counts, and portions, and follow basic record-keeping practices.
- Requires sufficient reading skills to interpret menus, ingredient lists, and preparation instructions.
- Requires sufficient human relations skill to exhibit positive customer service and work as a productive member of a team.
- Requires the ability to independently maintain and monitor a kitchen or one or more production environments.
- Understands and follow District Food Service policies, procedures, rules and regulations.
- Is able to prepare attractive, appetizing and nutritious meals for students and staff.
- Is able to orient and train food service staff and perform basic recordkeeping functions and complete routine food service reports.
- Must be skilled in operation of commercial kitchen equipment use for cooking and baking.
- Requires the ability to sequence food preparation activity in order to serve a variety of food items at the same time.
- Requires the ability to follow oral and written instructions.
- Requires the ability to interpret menus and ingredient lists.
- Requires the ability to work varying shifts and locations.

Physical Abilities:

- Must be able to function effectively indoors and outdoors engaged in work of primarily an active nature.
- Requires the ability to stand for extended periods of time, bend, kneel and stoop.
- Requires sustained lifting of medium to heavy weights (under 50 pounds) and occasional lifting of heavy objects up to 50 pounds.
- Requires the ability to handle hot material and work in an environment dominated by wide temperature extremes.
- Requires sufficient hand-eye coordination maintain pace in a production setting, to use kitchen utensils and equipment, and move and position hot materials.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- Requires a High School diploma or its equivalent supplemented by two years increasingly responsible experience in cooking and baking food in large quantities.

Licenses & Certificates

- May require a valid driver's license. Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions

- Work is performed in a school cafeteria environment subject to heat from ovens, lifting, pulling, pushing and standing for long periods of time, handling of sharp objects, equipment, and materials in conditions that vary in temperature and stability.