

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

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| Position: | Cook/Baker II | FLSA: | Non-Exempt |
| Department/Site: | Campus Catering | Salary Grade: | 512 |
| Reports to/Evaluated by: | Campus Catering Supervisor | Salary Schedule: | Operations |

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 school sites, satellite and snack bar locations. 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 a high school or an intermediate school, which prepares food for satellite schools. Work assignments may vary among location, 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, lifting and stooping.

DISTINGUISHING CHARACTERISTICS

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

ESSENTIAL TYPES OF DUTIES (Examples)

- 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 serving areas.
- Serves breakfast and lunch.
- Trains and provides work direction to Campus Catering 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.
- Prepares snack bar food items for service.
- Ensures appropriate food quantities for satellite site.
- Performs related duties and responsibilities as required.

QUALIFICATIONS

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

Abilities: 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. Working environment requires physical ability to stand for extended periods of time, stoop and infrequently lift objects up to 50 pounds.

Education and/or Experience: High School diploma or equivalent. College classes in Menu Design and Safety, Sanitation and Equipment are required.

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