

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	Cook/Baker I	FLSA:	Non-Exempt
Department/Site:	Campus Catering	Salary Grade:	511
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 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 an elementary or self-contained intermediate school, which has a limited menu. 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 salad bar, hot food line, sandwich line and designated schools. This position represents the fifth level in the campus catering career ladder. To advance to Cook/Baker II, incumbents require additional background to integrate food service activities in an industrial kitchen environment.

ESSENTIAL TYPES OF DUTIES (Examples)

- Assists in the preparation of 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, includes counters, tables, benches, food containers and other equipment.
- Assists in food preparation 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.
- 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.