



NUTRITION SERVICE COOK

Revision Date: 01-11-89

BRIEF DESCRIPTION OF POSITION

Under the direction of a Cafeteria Manager, oversees and participates in the preparation, cooking, and serving of meals in a cafeteria kitchen for an assigned high school.

STATEMENT OF TYPICAL DUTIES

- a. Oversees and participates in the preparation, cooking and serving of meats, main dishes, soups, sauces, gravies, vegetables, and other meal items; coordinates activities to assure food is prepared in a timely manner.
- b. Plans for meals and estimates quantities of food and supplies required; adjusts and extends recipes, as needed.
- c. Assembles and combines ingredients; measures, mixes and seasons basic ingredients.
- d. Operates a variety of standard kitchen equipment, such as food mixers, slicers, steamers, warmers and ovens.
- e. Maintains work and serving areas and food service facilities in a clean and sanitary manner; washes, cleans, and stores kitchen equipment and utensils.
- f. Sets up serving areas; serves food to students, teachers and other personnel.
- g. Serves as cashier in a cafeteria; operates a cash register and receives monies from students and staff; makes change and counts monies.
- h. Prepares leftover food for storage, refrigeration or freezing, and future serving.
- i. Maintains various records related to food preparation and inventory.
- j. Assists in the receipt and storage of food and supplies.
- k. Trains and provides work direction to other food service personnel; assigns and reviews work.
- l. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

Knowledge of:

- Principles, methods and procedures of quantity food service preparation, serving and storage.
- Sanitation and safety practices related to cooking and serving food.
- Standard kitchen equipment, utensils and measurements.
- Operation, cleaning and maintenance of standard food service equipment.
- Health and safety regulations.
- Methods of computing food quantities required by prescribed menus.

Ability to:

- Prepare, cook, bake and serve foods in quantity.
- Maintain safety and sanitation standards.
- Prepare attractive, appetizing and nutritious meals.
- Follow and adjust recipes.
- Operate a variety of standard kitchen equipment.
- Train and provide work direction to others.

Ability to cont.:

- Assign and review the work of others.
- Plan for future meals and estimate quantities of food and supplies required.
- Meet schedules and timelines.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Maintain routine records.
- Communicate effectively with others.
- Lift objects weighing up to 55 pounds.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training to demonstrate the knowledge and abilities listed above and three years increasingly responsible experience preparing and serving foods in large quantities.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand for prolonged periods; see to read; use hands and fingers to prepare food and operate equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

WORKING CONDITIONS:

Cafeteria kitchen environment; subject to walking and standing for long periods of time, reaching, stooping, lifting, bending, pushing and exposure to hot and cold temperatures.