



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>CHILD NUTRITION SERVICES LEAD – COOK</u>			
DEPARTMENT/SITE:	Central Kitchen	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	18 per 2021/2022 Schedule
		WORK YEAR:	12 Months (240 Days)
REPORTS TO:	Child Nutrition Services Supervisor	FLSA:	Non-Exempt

BASIC FUNCTION:

Under the direction of the **Child Nutrition Services Supervisor**, lead, oversee, and participate in food service operations within the Central Kitchen cooking station; prepare and produce main dishes, salads, and vegetables; assemble salad bar ingredients for meals to be transported to serving schools; prepare specialty menus for catering; utilize specialized machines in the quantity packaging of food items; maintain the central kitchen, equipment, and utensils in a clean and sanitary condition; inventory supplies and food in stock, order food and supplies; schedule, train, and provide guidance to Child Nutrition staff. The incumbents in this classification assist in providing students with nutritious meals which directly supports student learning.

DISTINGUISHING CHARACTERISTICS:

The **Child Nutrition Services Lead – Cook** class is responsible for leading food service operations in the Central Kitchen cooking station. This class is distinguished from the other Lead classes, at the same level, which oversees either production at a middle school, or a la carte/breakfast/catering, distribution, or baking which are at the Central Kitchen.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Lead, and participate in food service operations within the Central Kitchen cooking station; prepare and produce main dishes, salads, and vegetables for lunch and other food items to meet student needs; assure work areas and kitchen functions comply with safety and sanitation regulations and established policies and procedures.

Determine the appropriate quantity of ingredients and other food items for production; order food from the warehouse as needed; convert standardized/HACCP recipes for larger or smaller quantities; assemble, weigh, and measure ingredients; adjust recipes and mix ingredients; assure proper food handling for cooking operations; assure appropriate food temperatures and equipment is working properly; fill orders in a set time; assure compliance with food quality standards and appearance; assure meals are distributed in a timely manner.

Prepare and package items at the central kitchen for distribution to school sites; maintain the central kitchen, equipment, and utensils in a clean and sanitary condition; clean packaging machinery following

use; operate dishwashers and wash trays, pans, utensils, and other equipment.

Set up ingredients, cups, pans, and trays in preparation for packaging; assemble various ingredients; pack and wrap items utilizing equipment controls according to established procedures, ensuring the amount prepared matches the amount ordered; inspect food for portion and quality control.

Maintain accountability for cooked items leaving the central kitchen; order ingredients and supplies pertaining to special orders, filling the orders in a set time.

Train and provide guidance to assigned personnel; assign employee duties and review work to assure accuracy, completeness, and compliance with established requirements; enforce departmental standards of conduct, grooming, personal hygiene, and dress for self and others assigned to the kitchen; provide input concerning employee evaluations as assigned.

Prepare and maintain a variety of records and reports related to food items, menus, personnel, inventory, and assigned activities; operate a computer and assigned software; assist in creating forms to facilitate ease and accuracy of orders; review and verify accuracy of records, including inventory and other related records.

Oversee and participate in the setup of multiple work areas; discuss changes with servers; study the efficiency of daily operations as necessary; make recommendations to the Child Nutrition Supervisor to improve efficiency.

Coordinate food service inventory functions; estimate and order the appropriate amount of supplies; oversee the receipt, storage, and rotation of food and perishable items and supplies; verify accuracy of shipments; oversee and conduct daily and periodic inventories.

Communicate with staff, school sites, and various outside agencies including vendors to exchange information, coordinate activities, and resolve issues or concerns.

Participate and supervise the clean-up and sanitation of work areas and equipment; make daily checks for the condition of all physical facilities and equipment, call for repairs if necessary and maintain accurate records of work orders submitted for repairs.

Receives, organizes, and assists in preparation of catering orders; ensures proper quantity and quality of order and timely delivery.

Utilize a pallet jack to retrieve food items according to established quantity specifications as required; open cans and replenish containers as necessary; assist in the storage and rotation of supplies in storage areas.

Oversee the operation of a large capacity boiler on a rotating basis as assigned

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods of preparing, cooking, and packaging food in large quantities.

Methods of adjusting and extending recipes and proper substitutions.

Food Safety and Hazardous Analysis Critical Control Point (HACCP) and food safety practices related to

institutional food facilities.

Sanitation and safety practices related to preparing, handling, and serving food.

General nutrition, food values, food combinations, economical substitutions, and menu planning.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Principles of training.

Operation of a computer and assigned software

Applicable laws, codes, regulations, policies, and procedures.

Inventory practices and procedures including storage and rotation of perishable food.

Mathematic calculations and cashiering skills.

Proper lifting techniques.

Record-keeping and report preparation techniques.

ABILITY TO:

Interpret, apply, and explain laws, rules, regulations, policies, and procedures.

Train and provide guidance to assigned staff.

Prepare attractive, appetizing, and nutritious meals for students and staff.

Assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition.

Operate a computer and assigned software.

Oversee food service cashiering functions and account for related transactions.

Determine appropriate quantities of food items to meet student needs.

Operate standard kitchen equipment safely and efficiently.

Follow and assure compliance with health and sanitation requirements.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.

Work independently with little direction.

Add, subtract, multiply and divide quickly and accurately.

Maintain records and prepare reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to high school graduation or equivalent and two years of increasingly responsible experience in the preparation, cooking, and serving of large quantities of food items in a cafeteria or similar facility.

LICENSES AND OTHER REQUIREMENTS:

Valid Certified Professional Food Manager Certificate (must obtain within 30 days of hire).

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.

Subject to heat from ovens.

PHYSICAL DEMANDS:

Standing for extended periods of time.

Hearing and speaking to exchange information.

Lifting, carrying, pushing, or pulling moderately heavy to heavy objects up to 50 pounds repeatedly as assigned by position.

Dexterity of hands and fingers to operate food service equipment and computer keyboard.

Reaching overhead, above shoulders, and horizontally.

Bending at the waist, kneeling, or crouching.

Seeing to monitor food quality and quantity.

HAZARDS:

Heat from ovens.

Exposure to very hot foods, equipment, and metal objects.

Working around knives, slicers, or other sharp objects.

Exposure to cleaning chemicals and fumes from oven and rack cleanings.

Wet floors, including in the walk-in freezer.

Cold temperatures of walk-in freezer and refrigerator.

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: Sept 1985; Rev 10/95, Rev. 11/99;

07/13 reallocated from R15 (Ewing)

5/22 Revised (EH&A / MGT Consulting) / PC & GB: 09/2022 Reallocated PC & GB: 09/2022