



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Cook	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Nutrition Services	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5004 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 57 Range: 35

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform large-quantity cooking in the preparation of foods such as main dishes, vegetables, fruits and salads in the District's production kitchen; maintain kitchen facilities, equipment and utensils in a clean and sanitary condition.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform large-quantity cooking in the preparation of foods such as main dishes, vegetables, fruits and salads in a production kitchen environment; assure related activities comply with established safety and sanitation requirements
- Determine appropriate quantity of food items for cooking; assure compliance with food quality standards including appearance and nutritional requirements; heat and cook food according to standardized recipes to meet scheduled menu requirements and operating time lines
- Measure and weigh ingredients; calculate, adjust and extend recipes; estimate needed quantities of food and supplies; assemble, mix and prepare a variety of ingredients and supplies; open containers; remove wrappers and ingredients; thaw items as needed; assure proper temperature of foods
- Maintain kitchen facilities and equipment in a clean and sanitary condition; clean serving counters, tables, food containers and food service equipment; deep clean ovens, food racks, carts, refrigerators, chillers and other equipment
- Prepare food items and utensils for distribution to school and contract sites according to individual school needs as assigned; review and verify quantities of outgoing shipments; load hot and cold transport carts with specified food items and supplies for distribution to school sites
- Monitor inventory levels of food items, utensils and supplies; order, receive, store and rotate food items and supplies; conduct meal counts and inventories
- Operate standard food service equipment such as slicers, ovens, can openers, food carts, mixers, choppers, stoves and warmers
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns

- Maintain a variety of records related to daily food item distribution, inventory and assigned activities; process and complete food transport sheets as required

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods of preparing and serving foods in large quantities

Methods of adjusting and extending recipes and proper substitutions

Terminology, techniques, ingredients, equivalent measures and abbreviations used in cooking

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

Standard kitchen equipment, utensils and measurements

Basic inventory practices and procedures

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Portion control techniques

Storage and rotation of perishable food

Proper lifting techniques

Record-keeping techniques

ABILITY TO:

Perform large-quantity cooking in the preparation of foods such as main dishes, vegetables, fruits and salads in a production kitchen environment

Maintain kitchen facilities, equipment and utensils in a clean and sanitary condition

Prepare attractive, appetizing and nutritious meals for students and staff

Follow, adjust and extend recipes

Determine appropriate quantity of food items for cooking

Operate standard kitchen equipment safely and efficiently

Follow and assure compliance with health and sanitation requirements

Store and rotate food supplies in storage areas according to established procedures

Conduct daily inventories and estimate appropriate amounts of food items and supplies

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Meet schedules and time lines

Work independently with little direction

Maintain various records related to work performed

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible experience in the preparation of food in large quantities including work with following and extending recipes in a commercial kitchen, catering operation or similar environment

LICENSES AND OTHER REQUIREMENTS:

Valid ServSafe certification obtained through a proctored exam

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 objects typically weighing up to 50 and up to 60pounds with assistance

Dexterity of hands and fingers to operate food service equipment

Reaching overhead, above shoulders and horizontally

Bending at the waist, kneeling or squatting

Seeing to monitor food quality and quantity

HAZARDS:

Heat from ovens

Exposure to very hot foods, powerful industrial-grade equipment, and metal objects

Working around knives, slicers or other sharp objects

Exposure to cleaning chemicals and fumes

Slippery floors