

SANTA CLARA COUNTY OFFICE OF EDUCATION

POSITION: Substitute/Relief Food Service Cook

HOURLY RATE: \$16.21/hour

DUTIES AND RESPONSIBILITIES: To prepare, cook, and bake a variety of foods in large quantities, according to governmental and nutritional guidelines. The Substitute/Relief Food Service Cook receive general supervision within a framework of standard policies and procedures; performs a variety of routine and specialized journey level functions in the preparation of large quantities of nutritionally sound meals; and requires specified cooking/baking skills and organizational skills.

ESSENTIAL/TYPICAL DUTIES

Cooks and prepares a variety of main dishes; effectively adjusting and/or following assigned recipes

Prepares meats and vegetables and a variety of foods for cooking and/or serving, using ovens, steam kettles and metering stations

Readies food for distribution and/or serving; measuring proper portion sizes, counting proper quantity of food items, and/or packing food properly for safety and delivery

May serve food and/or oversee the serving of food; ensures proper apportionment

Cleans cooking utensils, pots and pans according to standards of safety and sanitation; maintains work area in a clean and orderly condition

Assists in maintaining routine records and reports and related to kitchen operations, outputs, and inventory

Assists in maintaining kitchen and its ovens, steam kettles, slicers and all other kitchen equipment

May deliver food to a variety of County sites as assigned

Checks menu and collects necessary food items; stocks shelves with needed items

Picks up food from suppliers as needed

Performs related duties as required

EMPLOYMENT STANDARDS

Knowledge of:

Modern tools, machines and equipment used in the preparation of cooking, baking, dispensing, and serving of foods in large quantities

Basic institutional cooking practices and methods

Proper preparation of large quantities of food

Standard principles of nutrition, sanitation, and safety as it relates to institutional food preparation

Ability to:

Learn basic computer skills

Effectively read, interpret, and adjust recipes

Plan a menu

Understand and carry out both oral and written instructions

Prepare food in large quantities and within established time constraints

Learn to safely and effectively operate kitchen equipment

Establish and maintain routine records/files

Maintain adequate sanitary/safety conditions in the area of responsibility

Safely use and apply chemical cleaning agents

Perform mathematical calculations

Meet the physical requirements necessary to safely and effectively perform assigned duties

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Possession of:

A valid and appropriate California Drivers License

A driving record which meets the insurance requirements of the County Office of Education

TRAINING AND/OR EXPERIENCE

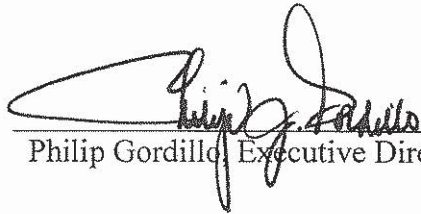
Generally, the required knowledge and abilities will have been acquired during at least one year of food preparation experience and graduation from high school.

PHYSICAL DEMANDS: Bending at the waist; reaching overhead, above the shoulders and horizontally; hearing and speaking to exchange information; seeing to read a variety of materials; dexterity of hands and fingers to operate food preparation and/or cooking equipment and utensils.

WORK ENVIRONMENT: While performing the duties of this job, the employee works in an indoor or outdoor kitchen or cooking environment. The noise level in the work environment is usually moderate.

BARGAINING UNIT: Substitute Workers Unit

Approved:



Philip Gordillo, Executive Director, Human Resources

06/12/13

Date