

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: COOK - LEAD**

#### **BASIC FUNCTION:**

Under the direction of the Director I – Environmental Education, leads, oversees, and participates in food service operations including preparing, cooking, baking, and serving food, main dishes, vegetables, fruits, and salads; prepares, cooks, and bakes a variety of food according to governmental and nutritional guidelines to meet student needs; accommodates food allergies, special dietary restrictions or needs, and program-related meal requirements; coordinates related inventory, sanitation and record-keeping functions; trains and provides work direction and guidance to assigned personnel; maintains kitchen facilities, equipment, and utensils in a clean and sanitary condition.

#### **REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

#### **ESSENTIAL DUTIES:**

Leads, oversees, and participates in food service operations including preparing, cooking, baking, serving, and selling food items to meet student needs; coordinates inventory, sanitation and record-keeping functions.

Coordinates with Health Technician and Naturalist to accommodate food allergies, special dietary restrictions or needs, and program-related meal requirements.

Performs large-quantity cooking in preparing food such as main dishes, vegetables, fruits, and salad in a production kitchen environment; assures activities comply with established safety and sanitation requirements.

Determines appropriate quantities of food items for cooking; assures compliance with food quality standards including appearance and nutritional requirements; heats and cooks food according to standardized recipes to meet scheduled menu requirements and operating timelines; prepares and bakes rolls, biscuits, breads, cakes, cookies, and other baked goods.

Trains and provides work direction and guidance to assigned personnel; assigns employees duties and reviews work to assure accuracy, completeness, and compliance with established specifications; provides input for employee evaluations as requested.

Measures and weighs ingredients; calculates, adjusts, and extends recipes; estimates needed quantities of food and supplies; assembles, mixes, and prepares a variety of ingredients and supplies; opens containers; removes wrappers and ingredients; thaws items as needed; assures proper temperature of foods.

Maintains kitchen facilities and equipment in a clean and sanitary condition; cleans serving counters, tables, food containers, and food service equipment; operates dish washers and washes trays, pots, pans, plates, utensils, and other serving equipment as assigned.

Coordinates food service inventory functions; estimates and orders appropriate amounts of food items and supplies; oversees the receipt, storage, and rotation of food items and supplies; verifies accuracy of shipments; oversees and conducts daily and periodic inventories; accounts for student meals.

Prepares food items and utensils for distribution to school sites according to individual school needs as assigned; reviews and verifies quantities of outgoing shipments; loads hot and cold transport carts with specified food items and supplies for distribution to school sites.

Monitors inventory levels of food items, utensils, and supplies; orders, receives, stores and rotates food items and supplies; conducts meal counts and inventories.

Operates standard food service equipment such as slicers, grinders, ovens, can openers, food carts, mixers, choppers, stoves, and warmers.

Communicates with personnel and various outside agencies to exchange information and resolve issues or concerns; serves food and oversees the serving of food as assigned.

Assists in the development and implementation of weekly menus according to established portion control and recipe guidelines; calculates and adjusts recipes for new menu items as directed.

Maintains a variety of records related to daily food item distribution, inventory, and assigned activities; processes and completes food transport sheets as required.

Delivers food to a variety of County sites and picks up food from suppliers as needed.

**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.

Common food allergies and diet restrictions, and safe food preparation methods for avoiding cross contamination.

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.

Lead, oversee and participate in food service operations including the preparation, cooking, baking, serving and selling of food items to meet student needs at an assigned school site.

Conduct daily inventories and order appropriate amounts of food items and supplies.  
Interpret, apply and explain laws, rules, regulations, policies and procedures.  
Train and provide work direction and guidance to assigned staff.

**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 one year increasingly responsible experience in the preparation of food in large quantities including work with following and extending recipes.

**LICENSES AND OTHER REQUIREMENTS:**

A Food Handler's Certificate within the probationary period.  
A valid California Driver's License.  
A driving record that meets the insurance requirements of the County Office of Education.

**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 objects as assigned by position.  
Dexterity of hands and fingers to operate food service equipment.  
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.

Approved by Personnel Commission: January 8, 2014; Revised Approval: May 10, 2017; Revised Approval: April 11, 2018;



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Jonathan Muñoz  
Interim Director – HR/Classified Personnel Services

04/11/18

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Date