

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: COOK**

#### **BASIC FUNCTION:**

Under the direction of the Supervisor – Food Services, performs large-quantity cooking in the preparation of food such as main dishes, vegetables, fruits, and salads; prepares, cooks, and bakes a variety of food according to governmental and nutritional guidelines; 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:**

Performs large-quantity cooking in the preparation of food such as main dishes, vegetables, fruits, and salads in a production kitchen environment; assures related 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 time lines; prepares and bakes rolls, biscuits, breads, cakes, cookies, and other baked goods.

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.

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.

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 assigned.

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

**LICENSES AND OTHER REQUIREMENTS:**

- Incumbents must obtain 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



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Kristin Olson  
Director-Classified Personnel Services

Date: 05/10/2017