

**FRESNO UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Nutrition Services Cook/Baker	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Food Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	192 Days
BOARD APPROVAL:	January 20, 2016	SALARY:	F-09/CSEA 143 Salary Schedule

BASIC FUNCTION:

Under general supervision, prepare, cook, bake and serve a variety of foods in quantity at an assigned District site; assist in other food preparation duties as directed; maintain facilities in a clean and sanitary condition to create a high quality environment for students and staff; train and provide work direction to others.

DISTINGUISHING CHARACTERISTICS:

Nutrition Services Cook/Baker incumbents cook and bake food from scratch, operate canteens to meet the needs of students and staff and may provide work direction to others in the absence of a supervisor.

Central kitchen – Working in a large food production, high volume facility

On site kitchen – Working at an assigned school in a medium to large kitchen serving students and staff

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Prepare and bake or heat rolls, biscuits, breads, cakes, cookies and other baked goods; prepare and combine necessary ingredients. *E*

Prepare and heat or cook main dishes, meats, pasta, vegetables and others; prepare salads, sandwiches, fruit, soups, gravies, sauces and other foods in a timely manner to meet the needs of our students. *E*

Assist in determining appropriate quantity of food items for cooking and baking; adjust and extend recipes as needed; maintain food quality standards including appearance, and nutritional requirements. *E*

Serve food according to established guidelines. *E*

Clean food service equipment, utensils and equipment including slicer, chopper, mixer, fryer, electric warmer, range, oven, pressure cooker, kettles, cash register, dishwasher and other cafeteria or central kitchen equipment as required. *E*

Monitor temperatures of food to assure safety and quality standards are met. *E*

Assist in the processing of meal ticket applications; record amounts of food sold, tickets and monies collected as assigned. *E*

Assist with inventory and maintain routine records as directed; prepare records of foods cooked and foods left over; assist in storing unused food and supplies; dispose of unusable leftovers; utilize proper methods of handling foods to be stored. *E*

Provide timely quality service in assisting food service personnel with cashiering and daily service activities as needed; store food supplies; assure compliance with kitchen sanitation and safety procedures and regulations; lift and assist in the lifting of moderately heavy containers. *E*

In absence of a supervisor or manager, will train and/or provide work direction of representative duties to assigned food service staff. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: High school graduation. Sufficient training and experience to demonstrate the knowledge and abilities listed below; and two years experience in quantity food cooking, baking and preparation.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of two Food Service approved courses; valid Food Safety Certificate required; valid California driver's license preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and methods of quantity food service preparation, serving, heating and storage.

Sanitation and safety practices related to handling, cooking, baking and serving food.

Methods of preparing and serving food in large quantities.

Methods of adjusting and extending recipes and proper substitutions.

Proper methods of storing equipment, materials and supplies.

Standard and large machines, kitchen equipment, utensils and measurements.

Health and safety regulations.

Basic record-keeping techniques.

Basic math and cashiering skills.

Food Services software and accountability program.

Proper lifting techniques.

Interpersonal skills using tact, patience and courtesy.

Basic computer skills.

ABILITY TO:

Prepare, cook, bake, heat, and serve a variety of foods in quantity at an assigned food service facility.

Prepare and serve food in accordance with health and sanitation regulations.

Operate and maintain standard and large machines and kitchen equipment.

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

Follow, adjust and extend recipes.

Understand and follow oral and written directions.

Observe health and safety regulations.

Communicate effectively both orally and in writing.

Maintain routine records.

Accurately account for cash transactions.

Meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with a diverse range of people.

Plan and organize work.

Train and provide work direction to others.

Read and write at a level required for successful job performance.

Operate Food Services software and accountability program.

Inspect and report quality control inconsistencies, such as outdated or expired food products or appearances of food items.

Communicate using patience and courtesy in a manner that reflects positively on the organization.
Learn District organization, operations, policies, objectives and goals.
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment; subject to heat from ovens, cold from walk-in refrigerators and freezers; exposure to very hot foods, equipment, and metal objects; exposure to knives and slicers; exposure to cleaning agents and pesticides.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, lifting, carrying, pushing, or pulling moderately heavy objects; standing and walking for extended periods of time; dexterity of hands and fingers to operate kitchen equipment; carrying, pushing or pulling food trays, carts, materials and supplies; reaching overhead, above the shoulders and horizontally; bending at the waist.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E = Essential Functions