

COLUSA UNIFIED SCHOOL DISTRICT
Job Description

TITLE: Cafeteria Cook

CLASS: V

Basic Function:

Under the direction of the Nutrition Service Director the Cafeteria Cook is in charge of the daily operation of a school cafeteria, including the preparing, daily recording and serving of all foods offered in the programs maintained by the Nutrition Service Department. The holder of this position trains, organizes and directs as well as participates in the daily duties of the school site nutrition service workers while maintaining a positive and productive work environment. Cafeteria Cook is also in charge of maintaining the kitchen and surrounding areas in a safe, sanitary and orderly manner.

Representative Duties:

Prepares, cooks/ assists in cooking and service of all food required in the nutrition service programs
Operates a point of sale, checks email daily, collects money and maintains student accounts using computer based tracking system
Operates/ maintains all food preparation equipment
Maintains dining, serving, storeroom and kitchen areas in a neat and orderly manner
Follows written menu production instructions in preparing and serving of food
Trains, organizes and directs all cafeteria staff
Forecasts the daily quantity to be prepared
Assists Director in menu planning
Accurately keeps daily operation records, menu production records and completes all other required reports / records/ logs as required
Reconciles cash daily and prepares bank deposits
Other related duties as assigned

KNOWLEDGE AND ABILITIES:

Knowledge of:

Cleanliness, safety and organization of work area
Prepare meals in mass quantities
Computer operations and data base management
Handling/ reconciling cash and preparation of bank deposits
Record keeping

Ability to:

Organize, train and direct cafeteria staff in a team based positive manner
Maintain and organize extensive records including inventories and student data
Maintain kitchen, storage areas and serving facility in a safe and sanitary manner capable of passing inspection
Read, write, comprehend, carry out and respond appropriately, all instructions/ information contained in any type of correspondence

Add, subtract, multiply and divide in all units of measurement, using whole numbers, common fractions, and decimals

Interact with staff members, students and all others in a positive manner

Demonstrate good problem solving skills

Stand and walk, kneel, crouch, and taste or smell

Regularly lift 10 pounds and occasionally lift and/or move up to 25 pounds

With assistance lift more than 25 pounds, with a limit of 50 pounds

Operates all food service equipment

Take direction from Nutrition Service Director as well as giving input to improve program

EDUCATION, EXPERIENCE AND CERTIFICATES:

High school diploma or General Education Degree (GED)

Three year related experience / training

Upon hire at Districts expense:

ServSafe Certificate to be current ongoing while employed by CUSD Nutrition Services Department

WORKING CONDITIONS:

Attire:

Casual, close toe shoes, no large hanging jewelry, hair must be pulled back and restrained by hairnet, hat, hair clip or tie. Good personal hygiene, clean reasonably short finger nails.

Environment:

The nature of the environment requires the employee frequently to work with/near moving mechanical parts and is frequently exposed to airborne particles and cleaning chemicals. The employee is occasionally exposed to wet/humid conditions and extreme cold/ heat. Occasionally, the noise level of the work environment may be quite loud.

CSEA ratification date: 3/5/2014

CUSD ratification date: 3/18/2014