

Enterprise Elementary School District Job Description

Job Title: Lead Cook (Classified Position)
Department: Business Services
Reports To: Food Services Director/Site Administrator
Range: C
Prepared By: HR Administrative Assistant
Prepared Date: February 20, 2013
Approved By: Board of Education
Approved Date:

SUMMARY: Under the supervision of the Food Services Director and/or designee, under the immediate direction of the Central Kitchen Manager and/or designee, perform a variety of activities in support of the District Food Service Department operations including the storage and distribution of food items, assist in the preparation, serving and/or cooking of food items and meals. Communicate with Central Kitchen Manager and/or designee for purpose of ensuring proper quantities/components of meals received, serves as lead in assisting cooks for immediate daily tasks. Assist Food Services Director and/or designee in managing staff, events, activities that involve Food Services Staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Build and maintain positive relationships with other public officials, school employees, parents and students using effective verbal/non-verbal skills
- Effectively use conflict resolution skills
- Comply with local, state, and federal regulations in the area of food handling/serving
- Maintain personal hygiene and wear appropriate attire for the position
- Prepare and assist in a timely manner the preparation of all food according to menu and number of people being served
- Prepare and assist in the preparation and attractive presentation of food
- Keep records and account by manual roster or computer program
- Responsibly receive, handle and secure money
- Assist with the preparation and submission of daily menu production worksheets, monthly inventories, and other reports as required, in a timely manner
- Assist with safe storage/rotation of food items and other supplies
- Maintain a high standard of sanitation and safety
- Assist in setting up and serving foods
- Assist in general cleaning of kitchen and serving area
- Operate and maintain all kitchen equipment in a safe manner
- Operate basic office equipment
- Work with others as a team in a fast paced environment
- Load, unload, stock food/supply items
- Assist in the ordering, receiving and organizing of food, supplies and materials
- Accurately read and interpret recipes based on daily production needs
- Communicate with Central Kitchen Manager for the purpose of ensuring correct quantities are prepared
- Serve as a lead in assisting other staff members with various kitchen tasks such as preparing raw meats and vegetables, preparing menu items to be cooked from scratch, portion quantities of food appropriately, assisting with measuring ingredients, using standard kitchen equipment, etc., for the purpose of ensuring that staff is able to meet the quality and quantity necessary for the cooking from scratch program
- Perform other duties which reasonably relate to the position

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); Previous experience performing duties similar to those listed above preferred.

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LANGUAGE SKILLS: Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Write routine reports and correspondence. Speak with another person and/or group in an understandable voice with sufficient volume to be heard at a normal conversational distance and on the telephone, hand held radio, loud speaker or other forms of communication devices. Must be able to take direction and be able to follow through in an independent manner; must be able to communicate well with parents, children, staff, and members of the public; must be able to follow through with record keeping and be thorough in following the directions of the Food Services Director and/or designee in the specific duties as outlined above.

CERTIFICATES, LICENSES, REGISTRATIONS: May require a current California Food Handler certificate and any other mandated trainings/certifications. Must have a valid California Driver's License.

MATHEMATICAL SKILLS: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Collect and count cash accurately for the purpose of bank deposits.

REASONING ABILITY: Define problems, collect data, establish facts, and draw valid conclusions. Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Communicate effectively, both orally and in writing, using clear, standard English.


OTHER SKILLS AND ABILITIES: Use a variety of tools and equipment; communicate effectively in both oral and written form, including computer; receive and give instructions, and prepare work orders and reports; measure distance and calculate quantities; maintain files and inventory records of supplies; set priorities; coordinate several projects/activities simultaneously; assist in training of the work of other staff, students, and community.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is occasionally sitting; frequently required to stand; walk; use hands and fingers to touch, handle, or feel objects, tools, or controls; reach with hands and arms above shoulders and horizontally; climb or balance, and bend at waist or stoop or kneel or crouch. The employee must frequently lift, move, push, and/or pull up to 20 pounds, occasionally lift, move, push, and/or pull up to 30 pounds and occasionally lift 50 lbs. with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to hot and cold foods, odors and/or surfaces, moving mechanical parts; high, precarious places, toxic or caustic chemicals; sharp objects; short exposures to extreme temperatures, risk of electrical shock; risk of radiation; and vibration. The noise level in the work environment is usually moderate to loud.


CSEA President

5-13-13
Date


Superintendent

6-12-13
Date


Board Approval (Clerk)

~~5/12/13~~ 6/12/13
Date CP