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Enterprise Elementary School District Job Description

Job Title: Utility Cook (Classified Position)
Department: Business Services
Reports To: Food Services Director
Range: B
Work Days: 184 Days
Prepared By: Administrative Assistant to Human Resources
Prepared Date: August 22, 2011
Approved By: Board of Education
Approved Date: **October 5, 2011**

SUMMARY: Under the supervision of the Food Services Director, perform a variety of activities in support of food service operations including the pick-up, delivery, storage and distribution of food items, assist in the preparation and cooking of food and meals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Observes local, state, and federal regulations in the area of food handling.
- Observes local, state, and federal regulations in the area of driving.
- Prepares and assists in preparation of all food according to menu and number of persons to be served.
- Keeps records and accounts by manual roster or computer program.
- Prepares and submits daily menu production worksheets, monthly inventories, and other reports as required, in a timely manner.
- Assists with safe storage of food items and other supplies.
- Maintains a high standard of sanitation and safety in food preparation.
- Assists in setting up and serving foods.
- Assists in general cleaning of kitchen and serving area.
- Has knowledge of and operates all kitchen equipment in a safe manner.
- Drive District vehicles, inspect delivery vehicle to assure proper operating condition, replenishes gas as needed, clean vehicle as needed and report safety concerns to appropriate personnel
- Builds and maintains positive relationships with other public officials, school employees, parents and students using effective verbal/non-verbal skills.
- Ability to use good conflict resolution skills.
- Load and unload shipments of food/supply items
- Performs related work as required.

QUALIFICATION REQUIREMENTS: 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 equivalent; or combination of education and experience.

LANGUAGE SKILLS: Ability to communicate effectively both orally and in writing. Ability to write simple correspondence, including using a computer. Ability to maintain records and prepare reports. Ability to effectively present information in one-on-one and small group situations to adults and children.

CERTIFICATES, LICENSES, REGISTRATIONS: May require a current California Food Handler certificate. Must have a valid California Driver's License. Must meet District standards for acceptable DMV driver record information.

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


REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to 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.

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 or hear. The employee frequently is required to sit. The employee is 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 occasionally lift and/or move 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 traffic hazards, hot and cold foods and/or surfaces, moving mechanical parts; high, precarious places, toxic or caustic chemicals; 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.



Superintendent

10-5-11

Date



Board Approval (Clerk)

Oct 5, 2011

Date



CSEA President

Date