

SAN JOSE UNIFIED SCHOOL DISTRICT

I. Title: Cafeteria Lead Cook

II. Definition

Under the general direction of a Cafeteria Manager II, will act as a primary assistant to the Manager in a large elementary or secondary school; or assume a major responsibility in the operation of a central kitchen program; and do related work consistent with the job description.

III. Examples of Duties

Prepares the meat and other main dishes, soups, vegetables and other foods, and supervises assistants in the preparation of these foods; checks and converts recipes; estimates the quantity of food required; trains assistants; delivers or supervises the delivery of food to serving areas; serves food; assists in the cleaning and storage of food and supplies; assists with inventories, and record keeping; assumes responsibilities of manager in the absence of Manager.

IV. Distinguishing Characteristics

Not applicable.

V. Employment Standards

A. Knowledge of:

Principles of nutrition;

Quantity food preparation;

Safety and sanitation;

Principals of time and motion;

Food cost analysis;

Record keeping;

Personnel management;

Procedures for computing the quantity of food and supplies needed for planned meals.

B. Ability to:

Meet the public tactfully and courteously and establish and maintain cooperative and effective working relationships;

Relate to students in a warm and caring manner;

Understand and carry out oral and written instructions;

Use institutional cooking equipment

Cafeteria Lead (continued) - Page 2

VI. Education/Training/Experience:

Completion of 12th grade plus 4 semester units of college training in nutrition, food preparation including baking, or any combination of education, experience, and training which meets or exceeds the standards of knowledge, skills and abilities listed above.

VII. Specific Qualifications

Must pass District promotional test for this position.
Must have ServSafe Certificate, prior to starting work.
Must have valid California Drivers License

Date: Revised 10/06 Board Approved 11/21/2006

Range: 18A 9.5 Month

Job Class: 4541

RB/cd/GR/sgl