

SAN JOSE UNIFIED SCHOOL DISTRICT

I. **Title** Culinary Center Cook

II. **Definition**

Under the general direction of the Food Production Supervisor, manages food production, cooking and baking for the district school breakfast program, lunch program, catering and contract sites; assumes 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; reads menus to estimate food requirements and procures food from storage. Bakes, prepares, or cooks a variety of foods in large quantity to be transported or served on site. Reviews and adjusts recipe quantities for daily production requirements. substitutes recipe ingredients as needed. slices, grates, mixes, stirs, counts, weighs or measures a variety of foods during food preparation. Observes and tests foods being cooked. Washes, peels, cuts, and shreds vegetables and fruits to prepare them for use. Operates a variety of kitchen equipment. Assists in setup for catered events. Cleans and stores all utensils, equipment, and supplies; trains assistants; delivers or supervises the delivery of food to district sites; serves food. Operates computer, assists with inventories, and record keeping; assumes responsibilities of supervisor in the absence of Food Production Supervisor as needed. Implements and follows all HACCP Food Safety and sanitation standards. Assist as needed with packaging food , and production of pizza.

IV. **Distinguishing Characteristics**

Not applicable.

V. **Employment Standards**

A. **Knowledge of:**

Principles of nutrition;

Quantity food preparation and products;

HACCP Food Safety and sanitation standards;

Time Management;

Food cost analysis;

Recipe Conversion

Record keeping;

Directs daily work of assigned employees

Ability to compute the quantity of food and supplies needed for planned meals.

A. Knowledge of (continued):

Written and verbal communication skills

Mathematical skills: add, subtract, multiply and divide all units of measures

Operation of kitchen equipment and computer software program

B. Ability to:

Prepare, cook and bake large quantities of food items on a daily basis.

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

Evaluate department systems, processes and procedures for maximum efficiency.

Relate to students in a warm and caring manner;

Understand and carry out oral and written instructions;

Use institutional cooking equipment

Give verbal and written direction to Culinary Center Staff

Be flexible to daily changes of work assignment, increase or decrease food production for district sites, contract sites and catering.

C. 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.

VI. Specific Qualifications

Must pass District promotional test for this position.

Must have ServSafe Certificate, prior to starting work.

Must have Valid California Drivers License

VII. Working Conditions:

Environment:

Kitchen and office environment

Subject to heat from ovens and cold from refrigerators or freezers

Driving a vehicle to conduct work.

VIII. Physical Demands:

Sitting or standing for extended periods of time
Lifting, carrying, pushing or pulling moderately heavy food trays, carts and supplies.
Dexterity of hands and fingers to operate nutrition service equipment.
Reaching overhead, above shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Hearing and speaking to exchange information.
Seeing to monitor food quality and quantity.

IX. Hazards:

Exposure to very hot foods, equipment, and metal objects.
Working around knives, slicers or other sharp objects

Date ~~7/85~~ Revised and Board Approved 11/21/2006

Range 20A

Job Class: 4531 9.5 Months

Job Class: 4551 12 Months

RB/cd/GR/sgl