

FOOD SERVICES- COOK

BASIC FUNCTION

Under the direction of the Director of CFCS, the purpose of the position is to perform a variety of food preparation duties according to planned menus, recipes, and the number of people to be served. Prepares and cooks meals for groups up to 100 children between the ages of infancy and preschool. Maintains a high standard of cleanliness in the kitchen. Routine work is performed in accordance with established and well-known policies, practices, and procedures. Does related work as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan and prepare a balanced rotating menu based on the requirements of CACFP (Child and Adult Food Program). The menu must consider dietary and cultural requirements of the children.
2. Practice safe food handling techniques in food preparation and storage.
3. Plan for and provide assigned supervisor with list for purchases of all food and necessary supplies needed to provide food service. Purchase food and supplies as directed by the supervisor.
4. Maintain verification of food and non-food purchases to meet CACFP requirements.
5. Maintain a daily meal production record following the requirements of the CACFP. Report the discrepancy when the number of students is less, and food is left over.
6. Maintain record of menus.
7. Obtain and retain manufactures specifications (nutrition labels) for any

above. Basic knowledge of institutional quality food preparation, methods, procedure and service, weights and measures, kitchen safety and sanitation.

Certificates, Licenses, Special Requirements:

Valid driver's license

Must pass fingerprint clearance for all appropriate agencies (DOJ, FBI, and Child Abuse Index)

Must have clear TB test results.

Immunizations: MMR, TDAP

WORKING CONDITIONS

Work Environment:

Indoor kitchen environment; subject to heat from ovens or stove

PhFBto (TTGC TTDTTDTG) (ITEMC # 9223 d(Mu)7-3) Ofc Ofw 2Ofd(T) Ofc beTw 0Td(Ofw 0Td(T)j5c