

ANTELOPE ELEMENTARY SCHOOL DISTRICT

Position Description

POSITION: Cook/Baker

TERMS OF EMPLOYMENT: Range 3, 10 months/year

REPORTS TO: Food Service Manager

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent.
- First Aid and CPR certification desirable.

GENERAL SUMMARY

Under general supervision, prepares and serves school breakfasts, lunches, and snacks, depending upon the school site to which assigned, and performs other duties related to this job description.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Prepares, cooks, bakes, portions, and serves a wide variety of foods, following menu plans and recipes.
- Weighs and measures ingredients.
- Washes, slices, chops, grates, and portions fresh fruits and vegetables.
- Prepares fruits and vegetable salads.
- Adds liquid ingredients, fruit, nuts, and spices to mixes and bakes a variety of breads, muffins, cakes and cookies.
- Cooks and seasons meats casseroles and other entrees.
- Uses a variety of kitchen equipment, including mixers and slicers.
- Serves food during breakfast and lunch hours.
- Properly stores leftover food.
- Washes and cleans utensils, equipment and kitchen and food service areas.
- Ensures that food preparation and storage areas are maintained in a clean and orderly condition.
- May receive and balance monies for meals served.
- Assists in maintaining records and taking inventories of food and supplies.
- May instruct or provide direction to food service workers.
- Supervises and maintains a safe environment for children.
- Will operated food service computer system.
- Assumes responsibilities of Food Service Manager in his/her absence

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.

- Knowledge of institutional or quantity cooking and food service techniques, food preparation and storage methods and techniques.
- Knowledge of safe food handling practices.
- Knowledge of use and care of a variety of kitchen utensils and equipment.
- Knowledge of basic business arithmetic and basic record keeping practices.
- Skill in preparing a variety of food in large quantities.
- Skill in reading, understanding and estimating ingredients, accurately measuring and estimating ingredients.
- Skill in serving food in an attractive manner.
- Ability to maintain equipment, utensils and work areas in a clean, sanitary and orderly condition.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Ability to use computer and calculator.

WORKING CONDITIONS

- Light to heavy physical effort; standing for extended periods of time; ability to reach in all directions; periodic lifting, carrying, load and unloading of food items (25-40 pounds).
- Moderate stress level.
- Primarily indoor cafeteria environment.

ENVIRONMENTAL CONDITIONS

- Work is predominately inside and generally provides protection from weather conditions, but not necessarily from temperature changes.
- Work surface: Work done primarily on concrete floors.

CONTACTS

- Daily contact with District staff and students.
- Occasional contact with parents.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.