

ALPINE COUNTY UNIFIED SCHOOL DISTRICT
CAFETERIA MANAGER / COOK

REPORTS TO: PRINCIPAL / DIRECTOR OF STUDENT SERVICES

SUPERVISES: No supervisory responsibilities

DEFINITION:

Under supervision by the Principal/Director, is responsible for the hot food preparation of the daily lunch and breakfast program; to plan and cook meals per State mandates; Food Based Menu Planning (FBMP); cleans and sanitizes kitchen; washes and sanitizes dishes, utensils and cooking equipment; loads, unloads, and stores food stuff and cleaning supplies to maintain acceptable inventory levels; and performs related work as required.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. Courses in food management and preparation.
3. Must have a valid Servfood Protection Manager Certificate or must successfully pass an approved and accredited food safety certification examination.
4. Two recent years of paid experience in preparation and serving of large quantities of food or equivalent.

Desired:

1. Past experience working with and around students.

KNOWLEDGE AND ABILITY:

1. Knowledge of the National School Lunch Program requirements, policies, and procedures.
2. Knowledge of proper methods of cooking, preparing, and serving large quantities of food.
3. Knowledge of health and safety regulations applying to school cafeterias.
4. Knowledge of arithmetic, record, and report keeping.
5. Knowledge of inventory maintenance and valuation methods.
6. Ability to order food and supplies.
7. Ability to plan menus.
8. Ability to follow oral and written directions; supervise adults and children.
9. Ability to operate standard kitchen equipment and appliances skillfully and efficiently.
10. Ability to relate to all people in a positive way.
11. Ability to obtain a Food Handler's Certificate issued by County Health Department.
12. Ability to demonstrate good health, cleanliness, and freedom from communicable disease.

ESSENTIAL DUTIES/TASKS:

1. Plans and coordinates the activities of the school cafeteria as defined by supervisor; inspects cafeteria for operation efficiency and suggest desirable changes.
2. Plans meals to be prepared according to various school schedules.
3. Purchases food and supplies for use in the cafeteria.
4. Checks food shipments into the school and signing invoices only after each order has been verified.
5. Inspects food for quality by testing it in the cafeteria.

6. Prepares lunch menus according to food based menu planning, checking dietary balance, nutritional adequacy, flavor of foods, and adequacy of portion for all age groups being served.
7. Determines the quantities of food to be prepared daily; efficiently uses foods provided through subsidy programs.
8. Prepares and cooks foods in large quantities.
9. Maintains clean and orderly cafeteria storage areas.
10. Submits regular reports of supplies and stores used, and number of pupils and school personnel served.
11. Submits weekly/monthly menu to office at least one week prior to effective date.
12. Reports immediately to the Business Manager or the Principal any problem or accident occurring in the kitchen or cafeteria premises.
13. Reports any faulty or inferior quality food which is received.
14. Reports faulty equipment; and prepares food and maintains appropriate records for other school related programs approved by the Business Manager or Principal.

ENVIRONMENT/WORK CONDITIONS:

- **Location:** Work is performed in an industrial kitchen and cafeteria environment.
- **Hazards:** Working around heated cooking equipment such as steamers, ovens and burners; exposure to cleaning/sanitizing chemical solutions, bleach, ammonia and detergents; exposure to sharp objects; moving mechanical parts; pinch points; odors; fumes; slippery surfaces; noise; walking in/out cooler/freezer areas.
- **Equipment Used:** Industrial kitchen equipment, cooking utensils, knives, cleaning tools, cash register, and computer.

ESSENTIAL FUNCTIONS:

(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)

PHYSICAL

- **Standing/Walking:** Frequently/Constantly (80-90%); while performing kitchen food preparation duties on tile/concrete surface up to 1 mile per day.
- **Lift/Carry:** Constantly, 1-20 lbs.; Occasionally, 21-50 lbs.; food, materials, kitchen supplies, equipment. Seldom lifting up to 60 pounds. 6 gallons of milk, full box of apples/oranges. Carry short distance up to 20 feet.
- **Push/Pull:** Occasionally; while stocking supplies and using wheeled cart to move food and supplies exerting a force up to 10-20 pounds. Pushing snack cart out to campus for sale. Pushing loaded cart up ramp, 63.9 lbs.
- **Climbing:** Infrequently; step stools while retrieving items in stock room, freezer, and storage area.
- **Bending/Twisting:** Frequently; at waist/knees while preparing food, working on food production, removing cookware/supplies from lower shelf, cleaning and sanitizing.
- **Kneeling/Crouching:** Occasionally; removing items from lower shelves, cleaning below counter level.
- **Hands/Arms:** Constantly use of both; reaching/handling/gripping/grasping/fingering while performing food preparation, food packaging, handling supplies and materials, cleaning and wiping.
- **Sight/Hearing/Speech:** Constant use to perform food preparation and communicating with assigned staff and students. Sense of smell required in preparing food and identifying freshness.

MENTAL

- Frequent mental alertness while operating/working around kitchen equipment that could be hazardous; using sharp knives.

- Must be able to work harmoniously with staff, supervise assigned staff, students, and others.
- Must be able to work independently, adapt to work routine, and complete all tasks as assigned.
- Ability to comprehend safety and sanitation regulations.
- Must be able to read, write and speak English, perform basic mathematical calculations.

Adopted: 09/19/92

Revision: 06/01/04, 08/14/12