

Range: 21
Hours: 8
Week: 40
Months 9 ½

**SHASTA - TEHAMA - TRINITY
JOINT COMMUNITY COLLEGE DISTRICT**

JOB TITLE: Cafeteria Cook

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To prepare, cook, and bake a variety of hot and cold foods. Employees in this classification receive general supervision within a framework of standard policies and procedures. Employees in this job class direct and monitor the work of others in a lead capacity. This job class performs a variety of routine and specialized functions in the preparation of food items within established time constraints. This job class requires specified cooking/baking skills, organizational skills, and attention to detail.

SUPERVISOR: Food Service Supervisor

TYPICAL DUTIES:

- Cooks a variety of foods including main dishes, sauces, soups, meats, and vegetables
- Bakes pastry items including cookies and cakes
- Interprets, follows, converts, and/or adjusts assigned recipes
- Estimates appropriate quantities of food to be used for recipes and food items
- Assembles and prepares a variety of foods for cooking
- Operates a variety of food service equipment and machines such as oven, stove, slicer, chopper, steamer, boiler, braiser, and mixer
- Maintains work areas, storage areas, and serving counters in clean, neat, orderly, and sanitary condition
- Assists in washing utensils, plates, pots, pans, etc.
- Inventories stored, refrigerated, and frozen food; packages and stores leftovers
- Plans use of leftovers
- Performs cashiering duties
- Dishes and serves food items to students and adults
- Directs and monitors the work of others in a lead capacity
- Cooks and bakes food for special functions upon request
- Assists in the setup, preparation, serving, and clean up of foods for special functions as assigned
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- basic institutional cooking practices and methods
- standard principles of nutrition, sanitation, and safety as it relates to institutional food preparation operations
- safe and proper operation and use of equipment, machines, and utensils used in large quantity food preparation and serving operations

Ability to:

- effectively read, interpret, and adjust recipes
- prepare and cook a variety of foods in large quantities within established time constraints
- understand and follow both oral and written instructions
- operate quantity food preparation and serving appliances, machines, and equipment in a safe and effective manner
- accurately perform routine mathematical calculations
- accurately make change
- direct and monitor the work of others in a lead capacity
- meet the physical requirements necessary to safely and effectively perform assigned duties such as lifting heavy cases or standing for prolonged periods of time
- establish and maintain effective work relationships with those contacted in the performance of required duties
- effectively and tactfully communicate in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties

EDUCATION/EXPERIENCE:

Equivalent to completion of 12th grade. Helpful to have completed courses in nutrition, sanitation, menu planning, and work simplification.

Two years of full-time paid experience in a school food service program, or in a restaurant serving at least 200 meals per day.

*Range revised per CSEA Tentative Agreement 9/12/19
Board Approved 10/16/19*