

## **BUENA PARK SCHOOL DISTRICT**

### **CAFETERIA COOK/MANAGER**

#### **DEFINITION:**

Under general supervision of the Director of Child Nutrition Services, to independently organize and coordinate the operation of a school cafeteria; to perform skilled functions in the preparation, cooking and baking of a variety of soups, meats, vegetables, desserts and baked goods; to requisition, receive and store foodstuffs and supplies; to maintain a variety of records and prepare reports; and to do other related work as required.

#### **EXAMPLES OF DUTIES:**

Leads and participates in the preparation, cooking and baking of a variety of meat and vegetable dishes and baked goods utilizing prepared Type A menus and recipes; leads and participates in the serving of foods; plans and prepares employee work schedules; prepares menu factor work sheets and reconciles them for accuracy and completeness; maintains simple inventory and storeroom records; requisitions foodstuffs and supplies; receives, inspects and confirms the quantity and quality of foodstuff and supply items delivered; reviews the quantity and quality of foodstuff and supply items delivered; reviews quality and portion control, and the wrapping, arranging and storage of food to ensure the efficient use of foodstuffs and supplies; assists in the orientation and in-service training of food service personnel and student assistants; maintains the food service facility and equipment in a clean, safe and sanitary condition; collects monies and prepares receipts and bank deposits; provides technical input into the performance appraisal of food service workers.

#### **QUALIFICATIONS:**

##### Knowledge of:

Methods, procedures and techniques for preparing, cooking, baking and serving foods in large quantities; sanitation and safety practices and procedures; standard cafeteria appliances and equipment; menu planning, nutrition and Type A lunch program requirements; basic arithmetic, record keeping, money handling and banking procedures; methods and procedures for requisitioning, receiving and storing of foodstuffs and supplies; personnel motivation methods and techniques.

#### **ABILITY TO:**

Ability to perform essential functions of the job with or without reasonable accommodation; prepare and serve a variety of foods in large quantities; effectively organize, schedule and lead food service personnel; adhere to Type A lunch program guidelines and requirement; perform simple arithmetical calculations; compile data and prepare clear and concise reports; understand and carry out oral and written directions; establish and maintain cooperative working relationship; drive a car; lift heavy pans/cases of food; lift food into high and low ovens; stand and work long periods of time; talk on telephone; bend or squat to store food/pans; survey all food areas; travel to other schools and/or District office. Adhere to all applicable attendance rules and regulations. Special requirements: Effective with employees hired into this position on or after June 2014, proof of current Food Handlers card / safety and sanitation certification within 6 months of appointment, and maintained continuously throughout employment while in a position in this classification.

#### **EXPERIENCE:**

Two years of experience in quantity food preparation, service and facility maintenance in a commercial, institutional or school food service setting.

#### **EDUCATION:**

Equivalent to the completion of the twelfth grade, supplemented by training or course work in nutrition, quantity food preparation, menu planning, safety, sanitation or other closely related area.