

YOLO COUNTY OFFICE OF EDUCATION

Head Start/Early Head Start Programs

CLASS TITLE: COOK

BASIC FUNCTION:

Under the direction of the Food Services Supervisor, perform a variety of duties involved in preparing, transporting and serving food for Head Start and Early Head Start children; clean kitchen equipment, utensils, and facilities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of duties involved in preparing and serving food for infants, toddlers and preschool children. Prepare, portion, and serve a variety of foods for breakfasts, lunches and snacks including meats, vegetables, fruits, salads, desserts, and baked goods; thaw, reconstitute, and pre-cook food as necessary. Prepare and serve food for parent activities and other adult meal service.

Assemble ingredients in accordance with instructions; make appropriate substitutions when food items are not available.

Maintain work area, kitchen utensils, and food service equipment in a clean and sanitary manner; rinse trays and other table service utensils; wash dishes by hand in accordance with sanitation requirements; load and unload dishwasher.

Prepare, pack, pickup and deliver a variety of food service supplies, food and equipment, to various Head Start and Early Head Start sites maintaining a strict delivery time. Load and unload delivery vehicle with materials, supplies, food and equipment and deliver to various Head Start and Early Head Start sites. Assist in packaging foods for centers throughout the county; assist in portioning foods for family style food service; count and assemble table service for daily food service. Provide a variety of routine stocking, storage and inventory activities at assigned site locations.

Operate and maintain food service equipment including steamer, dishwasher, grinder, slicer, and mixer.

Assist in taking inventory; assist in receiving, marking, stocking, and rotating food and supplies in freezers, refrigerators and shelves.

Verify and record daily lunch count for production; determine number of meals necessary; determine number of special meals necessary to accommodate students with allergies or other special diets.

Attend and participate in staff meetings and in-services activities.

Test and evaluate new recipes.

Perform other job related tasks as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Standard kitchen equipment, utensils and measurements.
- Sanitation and safety practices related to cooking and serving food.
- Basic food preparation including washing, cutting and assembling food items.
- Methods of preparing foods and serving food in large quantities.
- Nutritional requirements of infants, toddlers and preschool-aged children.
- Weighing and measuring devices used in cooking.
- Safe work practices.
- Basic record-keeping techniques.

ABILITY TO:

- Operate kitchen equipment used in quantity food preparation.
- Operate standard kitchen equipment safely and efficiently.
- Maintain food service equipment and areas in a clean and sanitary condition.
- Wash, cut, slice, grate, mix and assemble food items and ingredients.
- Prepare and serve food in accordance with health and sanitation regulations.
- Follow, adjust and extend recipes.
- Prepare appetizing and nutritionally balanced meals.
- Assure food items are prepared, served and stored properly.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records related to assigned activities.
- Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

- Any combination of training and experience to demonstrate the knowledge and abilities listed below.
- Able to communicate orally in the English language, and to read and write in the English language to a sufficient degree to read, interpret, and follow rules, regulations, policies, and procedures including applicable health and sanitation requirements, read recipes and prepare food in accordance with recipes, to read and understand labels; to write menu substitutions, inventory lists, supply requisitions, production records, and other required records.
- Able to do basic mathematical computations.

LICENSES AND OTHER REQUIREMENTS:

LICENSE OR CERTIFICATES:

- Valid California driver's license.

REQUIREMENTS:

- Communicate orally and in writing using correct English usage, spelling, grammar, vocabulary and punctuation.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment in kitchens.
Travel from site to site within the county.

PHYSICAL DEMANDS:

Sitting and standing for extended periods of time.
Dexterity of hands and fingers to operate kitchen utensils and equipment.
Reaching overhead, above the shoulders and horizontally to reach for ingredients.
Seeing to read recipes and directions.
Hearing and speaking in order to exchange information.
Bending, stooping, kneeling and crouching to retrieve food and kitchen items.
Lifting, carrying, pushing or pulling moderately heavy objects weighing up to 39 pounds.
Drive van/automobile to site conduct work.

HAZARDS:

Working around machinery having moving parts.
Steam, hot ovens and stoves, refrigeration, and use of water.

APPROVED:

Signature, Policy Council Chair

Date of Approval

Signature, Superintendent or Designee

Date of Approval