

JOB DESCRIPTION

JOB TITLE: Cook I (5404)

Job Summary:

The job of Cook I is done for the purpose of preparing and serving main entrees, vegetables, salads, bread, desserts, and other food items for the SCICON Outdoor Education program, SCICON staff, and/or attending conferences. The facilities must be maintained in a sanitary condition. Along with other duties, these are done under the supervision of the SCICON Food Service Manager and the SCICON Administrator.

Essential Job Functions:

- ▶ Cooks/bakes food items for the purpose of providing students with well-balanced meals.
- ▶ Serves meals for the purpose of ensuring that students receive adequate nutrition.
- ▶ Cleans dishes, counters, floors, and appliances for the purpose of meeting county health standards.
- ▶ Supervises students for the purpose of ensuring that dishes are washed correctly.
- ▶ Inventories supplies for the purpose of maintaining adequate stock levels.
- ▶ Restocks supplies for the purpose of ensuring that necessary items are readily available.
- ▶ Records data for the purpose of meeting state and federal nutritional guidelines.

Skills, Knowledge and/or Abilities Required:

- ▶ **Knowledge of:**
 - modern methods of food preparation for large quantities of people
 - health, safety, and sanitation rules and regulations pertaining to food preparation
- ▶ **Skills to:**
 - perform basic mathematic calculations/formulas for quantities
 - operate and care for institutional kitchen equipment
 - follow oral/written instructions
 - follow standardized recipes
- ▶ **Ability to:**
 - stand for prolonged periods of time
 - understand and carry out oral and written instructions
 - lift, carry, push or pull up to 50 pounds

Education Required:

- ▶ High school diploma or the equivalent.

Licenses, Certifications, Bonding, and/or Testing Required:

- ▶ Valid California Drivers License and proof of automobile insurance.

Other Specialized Requirements:

- ▶ Experience sufficient to operate an institutional kitchen effectively and efficiently without close supervision.
- ▶ A current Safety and Sanitation Certificate is preferred.

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act