

**JOB DESCRIPTION**

**Job Title:** *Cook II (5405)*

**Job Summary:**

The job of Cook II - SCICON is done for the purpose/s of cooking, baking and preparing and/or serving all food items that meet mandated nutritional requirements for all of the SCICON Outdoor Education programs, SCICON staff, and/or for participants attending conferences; maintaining remote sites with staff in order to feed those attending the site, without immediate supervision; verifying quantities and specifications of food and supply orders; maintaining facilities in a sanitary condition, maintaining records to meet USDA guidelines; and performing other duties as may be assigned.

**Essential Functions:**

- Cleans dishes, counters, floors and equipment for the purpose of maintaining a safe and sanitary work environment.
- Cooks/bakes food items for the purpose of feeding students, staff and conference guests.
- Directs the substitutes, students and non-kitchen staff in the absence of the supervisor for the purpose of ensuring that all necessary tasks are performed and the kitchen/meals run smoothly.
- Inventories food and supplies for the purpose of controlling and ordering food and supplies.
- Maintains a safe and sanitary environment in the walk-in freezer and refrigerator for the purpose of compliance with Public Health Standards.
- Operates kitchen equipment and appliances in a safe manner according to manufacturer instructions for the purpose of ensuring that equipment remains in sanitary and operable condition.
- Orders food/supplies for the purpose of having food/supplies on hand to cover the given menu(s).
- Records data for the purpose of analyzing menus to meet state and federal guidelines.
- Removes trash, recyclables and compost for the purpose of maintaining a safe and sanitary work environment.
- Serves food and beverage items for the purpose of providing meals/drinks for students, staff and guests.
- Stacks/restacks food and supplies for the purpose of rotating stock as new shipments arrive.

**Skills, Knowledge and/or Abilities Required:**

**Skills to:**

- input needed data using computer software;
- operate and maintain institutional kitchen equipment and appliances;
- perform minor repair of kitchen equipment and appliances;
- cook and bake large quantities of food items;
- perform basic arithmetic calculations;
- adjust recipes to various quantities on demand.

**Knowledge of:**

- USDA guidelines and nutritional requirements;
- personal computers and software;
- methods of food preparation for large groups;
- standard kitchen operations;
- Public Health Standards and Safety Standards;
- personal hygiene;
- sanitation principals.

**Ability to:**

- work overtime if needed,
- travel locally using own vehicle;
- attend meetings, classes, conferences, and in-service trainings as needed;
- work at any location as deemed necessary;
- prepare menus and order needed supplies;
- lift 50#s;
- stand for an entire work shift;
- maintain records;
- understand and carry out oral and written instructions.

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 20% walking and 70% standing. The job is performed under with some temperature extremes and some hazardous conditions.

**Experience Required:**

School cafeteria experience required.

**Education Required:**

High School diploma or equivalent.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

Valid California Driver's license and proof of automobile insurance.  
Current Safety and Sanitation Certificate.  
Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Non Exempt

November 2005

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.