

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: COOK/BAKER

BASIC FUNCTION:

Under the direction of an assigned supervisor, prepare, cook and bake a variety of large quantities of food at an assigned campus; maintain kitchen facilities in a safe, orderly and sanitary condition.

REPRESENTATIVE DUTIES:

Oversee and participate in the preparation and production of main dishes, baker products and other large quantity dishes according to menu specifications; observe quality and quantity of food served according to established procedures; assure proper temperature of foods. *E*

Determine appropriate quantity of food items for cooking and baking; adjust and extend recipes as needed; maintain food quality standards including appearance and nutritional requirements; monitor and record temperature of freezers and refrigerators. *E*

Prepare and cook main dishes including meats, pastas and vegetables; prepare and bake rolls, biscuits, breads, cakes, cookies and other baked goods; prepare salads, sandwiches, soups, gravies and sauces. *E*

Prepare records of foods cooked and foods left over; coordinate the storage of unused food; dispose of unusable leftovers; utilize proper methods of storing foods. *E*

Clean food service equipment, utensils and appliances; assure compliance with kitchen safety and sanitation regulations. *E*

Estimate and cost food products needed for operation; order, receive, inspect, verify and accept deliveries of food and supplies; monitor and inventory food products according to established procedures. *E*

Operate a variety of kitchen equipment and machines used in a school cafeteria. *E*

Assist in performing cashiering duties; operate a cash register; accept money for food and beverages sold; maintain records of meals and beverages served and monies accepted. *E*

Assist with coordinating food service operations for catering, luncheons and other special events as assigned; drive a vehicle to transport food to outside events. *E*

Assist in training food service staff and student assistants.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and methods of quantity food service preparation, serving and storage.
Sanitation and safety practices related to handling, cooking, baking and serving food.
Methods of adjusting and extending recipes and proper substitutions.
Proper methods of storing equipment, materials and supplies.
Operation of standard kitchen equipment, utensils and measurements.
Health and safety regulations.
Record-keeping techniques.
Basic math and cashiering skills.
Training and providing work direction to others.
Inventory methods and practices.
Basic math and cashiering skills.
Storage and rotation of perishable food.
Oral and written communication skills.

ABILITY TO:

Prepare, cook and bake a variety of foods in quantity at an assigned food service facility.
Prepare food in accordance with health and sanitation regulations.
Maintain food service equipment and areas in a clean and sanitary condition.
Prepare appetizing and nutritionally balanced meals.
Follow, adjust and extend recipes.
Understand and follow oral and written instructions.
Establish and maintain cooperative and effective working relationships with others.
Observe health and safety regulations.
Meet schedules and time lines.
Communicate effectively both orally and in writing.
Operate a cash register and make change accurately.
Train and provide work direction to others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years experience in quantity food preparation including cooking and baking.

LICENSES AND OTHER REQUIREMENTS:

Possession of, or ability to obtain, a valid California driver's license.
Possession of, or ability to obtain, a valid California Sanitation Certificate.
Satisfactory completion of pre-employment physical assessment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor kitchen environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- | | | | |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |

- | | | |
|----------|----|--|
| <u>1</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>4</u> | b. | Ability to stand for extended periods of time. |
| <u>3</u> | c. | Ability to see for purposes of reading printed matter. |
| <u>3</u> | d. | Ability to hear and understand speech at normal levels. |
| <u>2</u> | e. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>3</u> | f. | Ability to bend and twist, stoop, kneel, push and pull. |
| <u>3</u> | g. | Ability to stir. |
| <u>2</u> | h. | Ability to lift <u>50</u> lbs. |
| <u>2</u> | i. | Ability to carry <u>50</u> lbs. |
| <u>4</u> | j. | Ability to reach in all directions. |

HAZARDS:

Heat from ovens.

Working around knives, slicers or other sharp objects.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.