

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: PROGRAM SUPPORT
CLASSIFICATION: DIRECT SUPPORT
JOB TITLE: ASSISTANT COOK

BASIC FUNCTION:

Under the direction of the Food Service Supervisor or Cook, assist with the planning, preparing and cooking of a variety of meals for County Office programs and services; wash dishes and clean utensils, kitchen equipment and maintain food service areas in a clean and sanitary condition; train and provide work direction to assigned staff.

REPRESENTATIVE DUTIES:

Assist with the planning, preparing and cooking of a variety of cultural meals for the County Office. **E**

Provide direction to Food Service Assistants for completion of meal service components. **E**

Requisition, receive, store and rotate food items and supplies according to established procedures. **E**

Conduct daily inventory as required and prepare and maintain related records and reports. **E**

Operate a variety of kitchen equipment including stove, mixer, slicer, blender, and other equipment. **E**

Maintain kitchen area including pantry, refrigerator and freezer, utensils, and kitchen equipment, in a clean, safe and organized manner. **E**

Assist the Cook in ensuring that meals are age appropriate and prepared in an attractive and appealing manner. **E**

Prepare meals in accordance with the Head Start Performance Standards and Children's Services nutrition guidelines. **E**

Complete appropriate mealtime documentation that is in compliance with United States Department of Agriculture (USDA) and Child and Adult Care Good Program (CACFP) regulations. **E**

Prepare meals that follow the USDA and CACFP meal standards for infants, toddlers, preschool children, seniors, and the National School Lunch Program. **E**

Prepare meals that meet the dietary needs for children with food allergies or other conditions requiring a special diet. **E**

Assist with the completion of menu production records in advance and ensure all required menu items (food and non-food) are available. **E**

Calculate the quantity of food required to serve a designated number of children and adults. **E**

Assist with the preparation and maintenance of records pertaining to the food service operations; ensure all paperwork (worksheets, menus, receipts, temperature logs, transport records, etc.) are accurate, organized and turned in on time. **E**

Assist in the maintenance of inventory of food and non-food items. **E**

Ensure that food transported is maintained at the recommended temperatures, includes accurate transport records and delivered in a timely manner. **E**

Maintain established standards of sanitation, safety practices, including personal appearance and hygiene. **E**

Assist with the maintenance of current MSDS of all chemicals used in the kitchen that is readily accessible to staff. **E**

Work as a team member and communicate in a positive manner. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods of preparing, cooking, and serving foods
Kitchen sanitation and safety precautions
Operation, cleaning, and caring for utensils and equipment
Principles of training and providing work direction
Sanitation practices related to food preparation
Operation of kitchen equipment and utensils
Health and safety practices
Proper methods of storing food, equipment, and supplies
Working cooperatively with others
Adequate amounts and kinds of foods recommended for young children

ABILITY TO:

Plan, prepare and cook a variety of nutritious meals for children
Requisition proper amounts of foods and supplies
Train and provide work direction to others
Maintain routine records pertaining to food service operations
Read, understand and follow recipes
Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
Understand and carry out oral and written instructions
Work cooperatively with others
Maintain confidentiality
Calculate the quantity of food required
Organize and prioritize work to meet meal schedules
Work independently
Work safely and efficiently within time constraints
Lift and carry objects weighing up to 50 pounds
Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training to demonstrate the knowledge and abilities listed above and one year of professional food service experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and disclosure of CA-DMV Driver Record (INF-1125) upon hire and/or request.

ServSafe Certification

Pre-employment physical examination with Lift test

WORKING CONDITIONS:

ENVIRONMENT:

Food service/kitchen setting

Constant interruptions

PHYSICAL ABILITIES:

Standing and walking for extended periods of time

Lifting and carrying objects weighing up to 50 pounds

Dexterity of hands and fingers to operate kitchen equipment

Reaching overhead, above the shoulders and horizontally to retrieve and store supplies

Seeing to assure proper quantities of food

Hearing and speaking to exchange information by telephone or in person

Bending at the waist, kneeling and squatting

Taste and smell

HAZARDS:

Exposure to cleaning chemicals, kitchen equipment, sharp knives and other objects used in a food service operation

Potential for contact with blood-borne pathogens

Moving mechanical parts

Extreme cold and extreme heat

Employee Group: Classified - Unrepresented

FLSA Status: Non-Exempt

Salary Schedule: 601

Approval Date: April 2022