

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED FEBRUARY 2012**  
**RANGE: 40.5**  
**CLASSIFIED**  
**CODE: 7**

**LEAD COOK/BUS DRIVER (KEEP)**

**DEFINITION**

Under general supervision, plan, organize, and coordinate the cooking and food transportation functions in a central kitchen operation;

requisition, receive, and store foodstuffs and supplies;

maintain records and prepare reports concerning the central kitchen food service operation;

drive school bus or transportation equipment when required;

do other related work as required.

**EXAMPLES OF DUTIES**

Plan, schedule, lead, and participate in the preparation, cooking, and baking, of a variety of foods, including entrees, main dishes, vegetables, and other hot foodstuffs;

plan and develop food preparation and cooking work schedules;

may prepare foods and baked goods for delivery;

may assist in menu planning;

review and adhere to predetermined menus and recipes;

maintain inventory and storeroom records;

requisition foodstuffs and supplies;

receive, inspect, and confirm the quantity and quality of foodstuffs delivered;

lead and participate in portion control and in the wrapping, arranging, and storage of foods to ensure appropriate and efficient use of foodstuffs and supplies;

maintain the food service facility in a clean, neat, safe, and sanitary condition;

drive school bus or transportation equipment when required;

maintain a variety of records pertaining to the food service operation and prepare written reports as required.

**QUALIFICATIONS**

Knowledge of:

Methods, procedures, and techniques of preparing, cooking, baking, and serving foods in large quantities;

sanitation and safety practices and procedures;

standard cafeteria appliances and equipment;

menu planning, nutrition, and Type A lunch program requirements;

basic record keeping;

methods and operational procedures for requisitioning, receiving, and storing foodstuffs and supplies;

personnel training, motivation, and organizational techniques.

Ability to:

Prepare and serve a variety of nutritionally sound and attractive foods;

increase or decrease recipe quantities as required;

organize, plan, and lead others;

perform simple arithmetical calculations and maintain complete and accurate records;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

lift and carry 50 pounds, climb step ladders, stoop, bend, squat, and stand for long periods;

drive a school bus and other transportation equipment safely and efficiently;

withstand exposure to hot steam and heat as well as cold from refrigerators and freezers.

Experience:

Three (3) years of experience in quantity food preparation, service, and facility maintenance in a commercial, institutional, or school food facility setting, including one year in a lead capacity.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in nutrition, quantity food preparation, or related areas;

Conditions of employment:

A preplacement medical assessment/health screening, at office expense, is a condition of appointment after all other required job conditions have been met.

Possess or secure within one month of employment a certificate for first aid and CPR issued by the American Red Cross or equivalent.

Completion of a school bus driver training program, possession of a valid Class B Motor Vehicle Operator's License and possession of an appropriate School Bus Driver's Certificate.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

11/23/15

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