

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
NEW DRAFT APPROVED SEPTEMBER 2013
RANGE: 36.5
CLASSIFIED
CODE: 2, 7**

**SEASONAL COOK – KEEP
(Kern Environmental Education Program)**

DEFINITION

Under general supervision, to perform specialized and skilled tasks in the preparation and cooking of a variety of foods in a production food service facility;

to assist in the coordination and supervision of food service personnel;

to maintain production activities at a high level of quantity and quality;

to do other related work as required.

This position is seasonal and as such works a limited schedule based on the needs of the program. The program year generally operates between October – May.

EXAMPLES OF DUTIES

Coordinate, organize, and participate in the preparation, cooking, baking, and preparation for delivery of a variety of foods, including entrees, main dishes, vegetables, and other hot foodstuffs;

review and follow recipe and menu in the preparation of meat and other main dishes and specialty food items;

prepare hot and cold sandwiches;

assist in maintaining appropriate inventory of nonperishables;

participate in the research and testing of new food products;

estimate needs for supplies and foodstuffs;

may prepare food for banquet and catering type food service activities;

inspect the food service area of responsibility to maintain it in an orderly, safe, and sanitary condition;

may substitute for Lead Cook.

QUALIFICATIONS

Knowledge of:

Skilled and specialized methods and procedures for cooking food in large quantities;

sanitation, safety, and inventory control;

standard food service production equipment, appliances, and utensils;

basic arithmetic and simple record keeping.

Ability to:

Efficiently and skillfully prepare main dish and specialty food items;

maintain food production and operational standards;

increase, decrease, or adjust recipe quantities as required;

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

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

lift a maximum of 50 pounds, climb step ladders, stoop, bend, kneel, squat, and stand for long periods;

see and hear sufficiently to perform duties listed above.

Experience:

Two (2) years of experience in quantity food preparation, including cooking, serving, and kitchen maintenance in a commercial, institutional, or school food service setting.

Education:

Must have high school diploma or a GED certificate.

Pass and maintain an approved Safety and Sanitation Certificate, supplemented by training in nutrition, quantity cooking, or other 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.

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.

CP: gs

5/24/16

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