

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
NEW DRAFT APPROVED SEPTEMBER 2013
RANGE: 39.5
CLASSIFIED
CODE: 2, 7**

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

DEFINITION

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

to requisition, receive, and store foodstuffs and supplies;

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

supervise other employees;

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

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

plan and develop food preparation and cooking work schedules;

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;

maintain a variety of records pertaining to the central kitchen 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 nutrient values of foods, and National School Lunch program and School Breakfast 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;

adhere to National School Lunch and School Breakfast program guidelines and requirements;

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;

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

supervise other cooks (on and off site) and food service workers;

understand and comply with federal and state regulations and guidelines;

see and hear sufficiently to perform duties listed above.

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.

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

5/25/16

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