

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED/APPROVED JUNE 2024**  
**RANGE: 41.5**  
**CLASSIFIED**  
**CODE: 7**

**COOK/BUS DRIVER (KEEP)**

**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;

drive school bus or transportation equipment when required;

to do other related work as required.

**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 recipes and menus 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;

drive school bus when required;

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 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;

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:

Equivalent to the completion of the twelfth grade, supplemented by training in nutrition, quantity cooking, or other related areas;

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 appropriate School Bus Driver's Certificate.

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.

TS: gs

10/21/15

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