FOOD SERVICE COOK I/II

DEFINITION

Under general supervision, oversees, plans, prepares and serves breakfasts, lunches, light dinners, and snacks, in support of college food service activities; may plan and participate in catering assignments; performs related duties as required or assigned.

CLASS CHARACTERISTICS

Food Service Cook I is the entry level in this institutional cooking series. Initially under supervision, incumbents learn and perform large scale institutional food preparation and cooking. This class is alternately staffed with Food Service Cook II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications for the higher level class.

Food Service Cook II is the experienced class of this series, competent to perform the full range of meal preparation for either the College cafeteria or for a specialized program. Responsibilities also include participation in the instructional program.

EXAMPLES OF DUTIES (Illustrative Only)

- Participates in the menu planning process for a variety of age groups and diverse populations utilizing principles of good nutrition, local, state and federal regulations, and developmental and cultural needs
- Estimates amount of food required for the defined menu or for catering assignments
- Prepares, cooks, bakes, portions and serves a wide variety of foods, following menu plans and recipes
- Weighs and measures ingredients
- Washes, slices, chops, grates and portions fresh fruits and vegetables
- Prepares fruit and vegetable salads
- Adds liquid ingredients, fruit, nuts and spices to mixes or prepares from scratch and bakes a variety of breads, muffins, cakes and cookies
- Cooks and seasons meats, casseroles and other entrees
- Uses a variety of kitchen equipment, including mixers, slicers, grinders and choppers
- Ports and packs food for transport to service areas or other locations
- Coordinates catering activities
- Directs the work of students and temporary employees
- Demonstrates techniques and instructs them in specific work procedures
- Properly stores left-over food
- Washes and cleans utensils, equipment and kitchen and food service areas
- Ensures that food preparation and storage areas are maintained in a clean and orderly condition
- Maintains records and takes inventories of food and supplies
- Purchases food and supplies from local vendors
- Opens and closes service areas, operates cash register, receives and balances monies for the sale of foods
- Performs related duties as required or assigned
QUALIFICATIONS

Knowledge of:

- Local, state and federal regulations relating to Food Service
- Nutritional values of foods for a large institutional program
- Large scale menu planning and techniques
- Institutional or quantity cooking and food service techniques
- Food preparation and storage methods and techniques
- Use and care of a variety of kitchen utensils and equipment
- Safety practices related to the work
- Basic business mathematics, including the receipt and balancing of monies
- Basic supervisory principles and practices
- Basic recordkeeping practices

Skill in:

- Planning nutritious menus and estimating required food quantities
- Preparing a variety of food in large quantities
- Using a variety of kitchen utensils and equipment in a safe manner
- Reading, understanding and following recipes and oral and written directions
- Modifying recipes to meet program needs
- Accurately measuring and estimating ingredients
- Providing instruction to others in work procedures
- Planning and directing the work of others
- Maintaining equipment, utensils and work areas in a clean, sanitary and orderly condition
- Establishing and maintaining effective working relationships with those contacted in the course of the work

Other Requirements:

- Must possess stamina to stand for long periods of time, and strength to lift and carry food containers weighing up to 40 pounds
- May be required to possess a valid California drivers license and safe driving record

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

Food Service Cook I: Equivalent to completion of two years of college in food technology or a related field. Experience in cooking and/or serving food or providing support in a large food service setting may be substituted for the education on a year-for-year basis.

Food Service Cook II: In addition to the above, one year of cooking in an institutional setting at a level equivalent to the College's class of Food Service Cook I.