

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASSISTANT COOK

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, organize and participate in the kitchen operation at Café Express and the Court Yard Café including preparation and catering of foods, cleaning cafeteria equipment and utensils at the Court Yard Café, cashiering and assisting with record keeping, ordering food and supplies and conducting inventory; assist in catering activities; train and provide work direction to the Food and Nutrition Services Assistant I classification.

ESSENTIAL FUNCTIONS:

Plan, organize and participate in the kitchen operation at Café Express and the Court Yard Café.

Assist in preparing and serving meals for the Café Express and Courtyard Café maintaining high standards of quality in taste and appearance of food.

Clean and store dishes utensils, cafeteria equipment and supplies; clean work areas; operate kitchen equipment as assigned.

Assist in planning catering functions from guidelines received from supervisor regarding cost and type of service requested; assist with set up functions; cater outside of District; drive a vehicle to conduct work.

Assist in planning, ordering, receiving, taking inventory, and checking ingredients requisitioned.

Assist in wrapping, displaying, and marketing food items; assist in the completion and maintenance of accurate records and account for money collected and balance cash tills.

Maintain vending machines; collect money and restock supplies.

Assist in providing work direction and training of cafeteria staff and student assistants; assist in scheduling staff as assigned.

Substitute for Cook/Catering Lead as directed.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard kitchen equipment, utensils, and measurements.

Sanitation and safety practices related to cooking and serving food.

Principles of training and providing work direction.

Methods of cooking, baking, and preparing food in large quantities.

Food preparation including cutting and assembling food items and ingredients.

Sanitation and safety practices related to cooking and preparing food.

Basic record-keeping techniques.

Operation of food service equipment.

Interpersonal skills using tact, patience, and courtesy.
Proper lifting techniques.

ABILITY TO:

Prepare food in large quantities.
Operate food service equipment safely and efficiently.
Maintain food service equipment and areas in a clean and sanitary condition.
Assure that food items are prepared, served, and stored properly.
Maintain basic records and reports.
Establish and maintain cooperative and effective working relationships with others.
Learn, interpret, apply, and explain policies, procedures, rules, and regulations related to assigned activities.
Meet schedules and timelines.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Train and provide work direction to others.
Work independently with little direction.
Speak, read, and write English at a level required for satisfactory job performance.
Stand for extended periods of time.
Maintain consistent, punctual, and regular attendance.
Effectively operate food service equipment.
Reach overhead, above shoulders and horizontally.
Bend at the waist, kneel or crouch.
Use proper lifting methods.
Effectively communicate to exchange and understand information.
Effectively read and analyze a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to graduation from high school and two years of experience in quantity food preparation, short order, cashiering or catering.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
Employee Entrance Evaluation (strength test).

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.
Driving a vehicle to conduct work.

HAZARDS:

Heat from ovens.
Exposure to very hot foods, equipment, and metal objects.
Working around knives, slicers, or other sharp objects.

BOARD APPROVED: January 10, 2023