

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: COOK/CATERING LEAD

BASIC FUNCTION:

Under the direction of the Director-Food and Nutrition Services, plan, coordinate and perform quantity food preparation and catering functions for the District; oversee employee cafeteria operations and vending machines; coordinate staff to meet production schedules.

ESSENTIAL FUNCTIONS:

Plan, coordinate and perform quantity food preparation and catering functions for the District.

Properly prepare and serve meals for District Education Center maintaining high standards of quality in taste and appearance of food; prepare food for banquets and special catered events.

Operate a variety of kitchen equipment and appliances; assure equipment is properly used and maintained; operate standard office equipment as assigned; assure proper temperatures of food in storage and cooking/baking activities.

Lead and provide work direction and guidance to assigned food service staff in cooking and bakery production and use of equipment; participate in the training and scheduling of assigned personnel; participate in the selection, training, evaluation, and scheduling of assigned personnel.

Plan catering functions: provide cost projection of functions and services requested; coordinate, deliver and set up catering foods for functions at the Education Center and school sites; maintain billing information for services provided.

Plan, order and receive inventory and check ingredients requisitioned; properly prepare the appropriate foods in the amounts specified; accurately follow recipes and update as necessary.

Prepare and properly store finished goods in a safe and sanitary manner; assure proper accounting of food items according to established policies and procedures.

Coordinate, write, order, and prepare menus for the Café Express and catering functions.

Assure proper sanitary conditions in the use, preparation and handling of food, supplies, equipment, utensils, and work areas.

Research and provide information regarding the purchasing of new products; develop an analysis of cost/profit benefits.

Prepare bakery items as needed.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of providing work direction to others.

Interpersonal skills using tact, patience, and courtesy.
Health, safety, and sanitation regulations related to various food service operations.
Applicable laws, codes, rules, and regulations related to assigned activities.
Methods, techniques and standards of proper storage and preparation of food items.
Recipe conversion procedures.
Inventory methods and techniques.
Mathematical computations.
Operation and care of kitchen equipment.
Proper lifting techniques.

ABILITY TO:

Plan, coordinate and perform quantity food preparation and catering functions for the District.
Plan, organize and direct the activities and operations of the District Education Center.
Assure food is prepared according to established recipes and quality standards.
Prepare and store food in a safe and sanitary manner.
Train and provide work direction and guidance to assigned food service staff.
Operate kitchen equipment used in quantity food preparation.
Interpret, apply, and explain health and sanitation requirements.
Assure food service equipment and facilities are in a clean and sanitary condition.
Meet schedules and timelines.
Maintain routine records.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Work independently with little direction.
Communicate effectively both orally and in writing.
Speak, read and write English at a level required for satisfactory performance.
Maintain consistent, punctual, and regular attendance.
Effectively operate standard kitchen utensils and appliances.
Effectively communicate in order to exchange and understand information.
Effectively read and analyze a variety of materials and inspect the work of others.
Walk, stand, or sit for extended periods of time.
Bend at the waist, kneel or crouch.
Reach overhead, above the shoulders and horizontally.
Use proper lifting methods.
Use proper techniques to push or pull items on rolling rack or cart.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to graduation from high school and four years of experience in catering large events.

LICENSES AND OTHER REQUIREMENTS:

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

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

Subject to heat from ovens.

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