

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Title First Cook, Central Kitchen
Supervisor's Title Manager, Central Kitchen
Date Prepared 4/77 Date Reviewed 3/97 Date Reviewed 3/99
Employee/Incumbent Review Immediate Supervisor Review GCEA Review
Dept Aprvl HRM Aprvl Superintendent Aprvl
Location Lane
Implementation Date ADA Review

Job Summary

The job incumbent spends his/her time cooking and preparing food in high volume large kitchen operation. Prepares meat products, fruit, cookies, baked goods, salads, and other food products. Supervises second cooks and cook helpers.

Essential Functions

Prepares food for processing. Calculates amounts of ingredients, cuts, mixes, breads, shreds, dices, and so on. Processes foods. Performs light baking, completes preparation of food not needing cooking, cooks foods, prepares salads, prepares fruit, operates all food processing equipment. Cleans up work area and helps train new personnel. Prepares all special PTA dinners, board meetings meals, and principal luncheons. Helps with major clean up three times a year.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge, Skill and Ability

This job requires use of kitchen utensils, commercial ovens and stoves, steam trays, various electrical appliances, and cleaning equipment. Further, the job entails arithmetical computations for recipes. The incumbent must be able to bake prepared mixes to the desired temperature, operate the meat slicing equipment and alter recipes to fit the available foods. Preparing and finishing products includes seeing that the calculated amounts are correct, up to temperature, seasoned properly and complete. Must be able to complete and work in compliance with ServeSafe requirements.

Minimum Entrance Requirements for Training

High school diploma or equivalent.

Minimum Entrance Requirements for Prior Experience

To perform adequately in this position an individual needs one year experience in a large kitchen operation (high school, central kitchen).

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

Has delegated right to decide what is done with materials, etc. Is accountable for fulfilling assignments. Responsibility is substantial for the safety of other workers in immediate area, especially with regard to hot pans, gas stove, etc. Responsible for properly seasoning the product.

Interaction With Others (Non-Supervisory)

Works with central kitchen staff, serving kitchen staff, and maintenance staff.

Supervision

Responsible for the training of second cooks as assigned, and making sure the assigned tasks are completed.

Working Environment

Standard commercial kitchen working conditions. Considerable exposure to heat, cold, humidity, stagnant air, and slippery floors. Works in and around commercial refrigerators and freezers. Considerable pressure to meet food preparation deadlines. Interruptions occur, but do not generally hinder completion of work tasks.

Physical Demand Characteristics

Repetitively moves light and heavy weight objects that can weigh up to 50 lbs and stirs pots containing up to 500lbs of product.