

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FOOD SERVICES- COOK

BASIC FUNCTION:

Under the direction of the Director of CFCS, maintains a high standard of cleanliness in the kitchen, and to plan, prepare, and document all meals for the Preschool and Infant/Toddler Program children and performs related work as assigned.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Plan and prepare a balanced rotating menu based on the requirements of CACFP (Child and Adult Food Program). The menu must take into account dietary and cultural requirements of the children.

Practice safe food handling techniques in food preparation and storage.

Plan for and provide assigned supervisor with list for purchases of all food and necessary supplies needed to provide food service. Purchase food and supplies as directed by supervisor.

Maintain verification of food and non-food purchases to meet CACFP requirements.

Maintain a daily meal production records following the requirements of the CACFP.

Maintain record of menus.

Obtain and retain manufactures specifications (nutrition labels) for any commercially prepared food items.

In collaboration with assigned supervisor create a monthly menu to meet the CACFP meal pattern requirements.

Maintain a safe, sanitary kitchen and food storage area.

Maintain refrigerator and freezer and all foods at correct temperatures.

Attend CACFP trainings.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Cooking
Meal planning
Nutrition
Proper lifting procedures
Sanitation practices relating to the handling and serving of food

ABILITY TO:

Work cooperatively with staff, student workers, vending and monitoring agency representatives.
Maintain accurate written records
Perform mathematical calculations accurately
Read and follow recipes

EDUCATION AND EXPERIENCE REQUIREMENTS: Any combination equivalent to: High School graduate or equivalent and sufficient work experience to demonstrate the ability to successfully perform the duties listed above

LICENSE AND OTHER REQUIREMENTS:

Valid driver's license
Must pass fingerprint clearance for all appropriate agencies (DOJ, FBI, and Child Abuse Index)
Must have clear TB test results

WORKING CONDITIONS:

Indoor kitchen environment; subject to heat from ovens or stove

PHYSICAL DEMANDS

Must be physically able to perform duties such as but not limited to; lifting heavy items (up to 50 lbs), bending, standing, walking.