

OAK PARK UNIFIED SCHOOL DISTRICT
Class Title: **Food Service Cook**
6 hours/day
Salary Range: Classified Salary Schedule, Range 8

Definition:

Under the direction of the Student Nutrition Director and Food Service Manager, prepare and innovate on an extensive array of menu items in compliance with federal, state, and local wellness guidelines; maintain records and reports; manage inventory; and work with staff members to execute day-to-day menu.

Employment Standards:

Experience with and ability to execute a variety of dishes and cuisines. Ability to prepare and modify recipes to comply with federal, state, and district wellness policies. Knowledge of and ability to continually learn about healthy and plant-based cooking. Ability to learn to use and to use food preparation equipment. Ability to work swiftly, efficiently, and independently; and produce large volume of work within time limitations. Knowledge of basic mathematics necessary to scale recipes and make change and reconcile cash drawer at the register. Knowledge of ingredients and ingredient substitutions. Excellent skills in customer service, organization, and planning. Knowledge of basic nutrition. Knowledge of and/or ability to learn and apply food safety principles and procedures. Basic computer and Internet knowledge required to use POS system, send e-mail, and conduct other online activities. Ability to lift at least 40 pounds and stand/move for extended periods of time.

Education & Experience:

Any combination equivalent to graduation from high school. Experience/knowledge of basic cooking techniques and cooking for large groups.

Required Continuing Education (upon hiring):

At least 8 hours of annual continuing education/training to include but not limited to: nutrition (including proper portion sizes and nutritional value of foods); health and safety standards; free and reduced price eligibility; identification of reimbursable meals at the point of service; National School Lunch Program (NSLP) and School Breakfast Program (SBP) components; and food preparation. Food Handler's Card within 30 days of hire.

Job Responsibilities:

- Prepare an extensive array of basic to complex menu items by following recipes and modifying them as needed to improve flavor and maintain or enhance nutritional quality
- Research and test new recipes to introduce students to diverse flavors and cuisines
- Incorporate seasonal ingredients and increase volume and variety of vegetables into menu
- Propose new menu items that are suitable to student palates and compliant with federal, state, and local wellness policies
- Observe quality in taste and appearance of food
- Utilize government commodities and work to minimize waste and control costs in food production
- Innovate on recipes to use up surplus ingredients
- Learn and apply new cooking techniques to prepare menu items
- Care for and properly use all kitchen equipment
- Carefully apply food safety procedures and local protocols in food preparation, ingredient and equipment management, and kitchen facility maintenance (including first in, first out (FIFO) and proper sanitizing practices)
- Work with manager to plan production volume and maintain production records
- Assist manager with inventory management and weekly orders
- Collaborate with manager to provide direction to other employees in food preparation
- Interact with students and parents to promote new menu items and knowledgeably discuss ingredients
- Learn and determine proper proportions of food portions and components based on NSLP and SBP standards and local guidelines
- Plate and serve food to cafeteria patrons in proper portions in accordance with NSLP and SBP components
- Work on point of sale (POS) system to process transactions
- Follow verbal and written directions provided by director and manager
- Maintain cleanliness and orderliness in the kitchen, including organizing ingredients in pantry, refrigerator, and freezer; sanitizing kitchen surfaces and equipment; and washing dishes.
- Perform other duties as assigned