

MESA UNION SCHOOL DISTRICT

CLASS TITLE: SENIOR FOOD SERVICE WORKER/COOK

BASIC FUNCTION:

Under the direction of an assigned administrator, oversee and participate in the District's food service operations; assure food service programs comply with applicable regulations and nutrition standards; train and provide work direction and guidance to assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversee and participate in the District's food service operations including the preparation, serving and storage of food; assure food service programs comply with applicable regulations and nutrition standards; assure meals are served in a timely manner.

Plan menus according to established price schedules, portion control and standardized recipes; generate and distribute menus.

Determine appropriate quantity of food items for cooking and baking; adjust and extend recipes as needed; maintain food quality standards including appearance, and nutritional requirements.

Prepare and cook main dishes, meats, pasta, vegetables and other food items; prepare salads, hot and cold sandwiches, fruit, soups, gravies, sauces and other foods; monitor temperatures of food to assure safety and nutritional standards are met.

Train and provide work direction and guidance to assigned staff; arrange employee schedules; arrange for substitute food service staff as necessary.

Estimate and requisition food quantities, equipment and supplies needed; receive, inspect, verify and delivery of food and supplies; utilize proper methods of storing foods; oversee and participate in daily and periodic inventories.

Assumes accuracy of daily balances and sign off of cash received with service food worker, account for number of student and adults served and received.

Lock and unlock cafeteria doors; turn on and off lights, stoves, ovens and other kitchen equipment; assure proper temperatures of freezers and refrigerators.

Prepare and maintain various records and reports related to daily cash receipts, sales, orders, inventory, personnel and assigned activities.

Operate a variety of equipment, appliances, and machines used in a school cafeteria; operate various

**Mesa Union School District
Board Approved:**

office equipment including a calculator, fax machine, computer and assigned software.
Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to menus, inventory and assigned activities.

Assure proper cleanliness and maintenance of equipment and supplies used in the cafeteria; arrange equipment repairs as necessary.

Attend and participate in assigned meetings.

OTHER DUTIES:

Assist in processing meal applications and issuing tickets for the meal program in compliance with federal, State and District regulations.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and methods of quantity food service preparation, serving and storage.
Health, sanitation and safety practices related to handling, cooking, baking and serving food.
Standard kitchen equipment, utensils and measurements.
Methods of computing food quantities required by weekly or monthly menus.
Principles of training and providing work direction.
Principles of nutrition.
Math and cashiering skills.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Inventory techniques.

ABILITY TO:

Maintain confidentiality of privileged information
Oversee and participate in the District's food service operations.
Assure food service programs comply with applicable regulations and nutrition standards.
Prepare, cook, and serve a variety of foods in quantity.
Train and provide work direction and guidance to assigned staff.
Operate and maintain nutrition service machines and equipment.
Prepare attractive, appetizing and nutritious meals for students and staff.
Follow, adjust and extend recipes.
Work independently with little direction.
Communicate effectively both orally and in writing.
Prepare a variety of records and reports related to assigned activities.
Perform cashiering duties and make change accurately.

Meet schedules and time lines.

Interpret, apply and explain policies, procedures, rules and regulations related to assigned activities.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Observe health, sanitation and safety regulations.

Operate a computer and assigned software.

Oversee and participate in daily and periodic inventories.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years experience involving quantity food cooking, baking and preparation.

LICENSES AND OTHER REQUIREMENTS:

Valid Serv-Safe Certificate.

CPR and First Aid Certificate authorized by an authorized agent.

EPI Pen training

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.

Subject to heat from ovens; cold from walk-in freezers.

PHYSICAL DEMANDS:

Standing for extended periods of time.

Lifting, carrying, pushing or pulling moderately heavy food trays, carts, materials and supplies.

Dexterity of hands and fingers to operate food service equipment.

Reaching overhead, above shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Hearing and speaking to exchange information.

Seeing to monitor food quality and quantity.

HAZARDS:

Exposure to very hot foods, equipment, and metal objects.

Working around knives, slicers or other sharp objects.