

Carson City School District Job Description: Cook/Baker

Job Title: Cook/Baker

Location: School Site or District-wide

Reports To: Cafeteria Manager or Designee

FLSA Status: Non-exempt

Prepared By: Associate Superintendent of Human Resources

Prepared Date: 12-23-2019

General Job Description:

Under general supervision, to perform skilled, large quantity cooking and baking in the preparation of main dishes, vegetables, sauces, gravies, breads, desserts and other items; to serve food to students and staff; to maintain kitchen and serving areas in a clean and orderly condition; and to perform related work as required. Bilingual preferred.

Experience or training required:

Knowledge of: Principles and methods of food services preparation, serving and storage; care and use of standard cafeteria appliances and utensils; sanitation and safety procedures related to cafeterias, particularly food preparation, serving and storage; techniques of baking and front burner cooking; basic math and weights and measures; basic nutritional standards; appropriate safety precautions and procedures.

Ability to: Bake or cook a variety of foods; prepare an entrée for a large number of customers; serve students efficiently, observing sanitation standards; prepare individual salads and meals; maintain standards of nutrition and food quality; observe and subscribe to time limitations; operate a vehicle observing legal and defensive driving practices; understand and carry out oral and written instructions; establish and maintain effective proactive relationships with those contacted in the course of work.

Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position: Graduation from high school or the equivalent. A typical qualifying entrance background is completion of formal or informal training in baking and cooking, or a closely related field; or experience performing the work of a journey cook or baker, or experience at or equivalent to experience as a Cafeteria Worker in the Carson City School District, wherein the incumbent has acquired the knowledge and abilities listed above.

Licenses or Certificates required:

Possession of a high school diploma or equivalent certificate, a valid driver's license issued by the state of residence, and an original Social Security Card. Must be able to secure a Food Protection Manager Certification.

The Job Functions:

The Cook/Baker class is skilled in food services. Positions in this class receive specific direction relative to menu and quantity of foods; however, the incumbent makes choices in the application of defined methods or procedures. Incumbents use recipes to cook and bake a variety of foods. They maintain appropriate kitchen sanitation and adhere to strict deadlines. Incumbents often act as resource persons for student workers and are involved in training of new employees.

Essential Job Functions:

Bakes breads, cakes, cookies, rolls, pizza dough, pastries and related foodstuffs; measures, weighs and mixes ingredients; increases and breaks down recipes to produce specified quantity of food; cuts, rolls and shapes dough in preparation for baking; prepares and applies fillings, glazes, icings and other toppings; observes and tests products being baked and adjusts oven temperatures; checks foods for taste and appearance; prepares salads, hot and cold sandwiches, and entrée items having several ingredients; mixes

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spices and ingredients to produce desired taste, texture and color; washes, peels, cuts and shreds vegetables; slices and grates vegetables, fruits, meats and cheese; makes desserts; assembles finished food products; dishes and pans food for serving; serves on serving line; maintains kitchen sanitation; cleans and stores cafeteria equipment and food supplies; stores and utilizes leftovers; operates ovens, steam tables and other food service equipment; operates a variety of utensils and equipment, such as blenders, mixers, steamers, grinders and slicers; operates dishwasher and washes trays, utensils and other service equipment; keeps accurate records of quantities used and ingredients needed in accordance with menus; assists and instructs helpers or new personnel in methods and procedures of tasks assigned; directs the work of student workers; tests new recipes and makes appropriate recommendations; places stock in pantry, refrigerators and freezers; rotates food stock; keeps pantry, refrigerators and freezers clean; modifies menus to ensure that foods served are economical and nutritionally balanced; counts monies and lunch tickets; works as Cafeteria Manager in his/her absence; works with cash registers or Point of Sale (POS) technology; may be required to drive from school to school; Must be able to collaborate with other staff members and students in a positive, friendly and approachable manner; and perform related work as required.

Physical Demands and Working Conditions:

Strength: Medium Work – Lifting, carrying, pushing or pulling to 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds. Incumbents are required to be on their feet while performing the essential functions of the job. Incumbents must be in good physical condition and must take a physical examination at the District’s expense. Incumbents must have a tuberculosis test every two (2) years at the employee’s expense. Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity and occasional far acuity. Mobility to work in food services setting and use standard office equipment. Vision to read printed materials, computer/device screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone and related technology.

Environmental Conditions:

Climate controlled school setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Hazards: Furniture, culinary equipment, communicable diseases, chemicals (as related to specific assignment), and office equipment and machinery (as related to specific assignment).

Salary Range:	Refer to current CESA Salary Schedule (Plus employer paid benefits and retirement)
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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Notice of Non-Discrimination: The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District’s non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.